



DRMS Instruction 6050.2

Environmental Management System (EMS) Core Instruction

June 30, 2006

**DRMS-I 6050.2, Environmental Management System
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ENVIRONMENTAL MANAGEMENT SYSTEM

C1. RESOURCES, ROLES, RESPONSIBILITIES, AUTHORITY (ISO 14001 SUB CLAUSE 4.4.1)

C1.1. Purpose

C1.1.1. Identify resources roles, responsibilities, and authorities that will provide an organizational structure for implementing, maintaining and improving the DRMS EMS.

C1.2. Referenced documents

C1.2.1. General References

C1.2.1.1. Executive Order 13148, Greening the Government Through Leadership in Environmental Management, Federal Register Vol. 65, No. 81, Wednesday, April 26, 2000

<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C1.2.1.2. Defense Logistics Agency Environmental Management System Policy <https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C1.2.1.3. DoD Directives, Instructions, Publications and Administrative Instructions <http://www.dtic.mil/whs/directives/>

C1.2.1.4. DLA One Book (DLAD 5025.30), Policies, Processes, and Procedures

C1.2.1.5. DRMS Publications, Standard Operating Procedures, Policy Letters, General Orders, newsletters/communiqués and waivers
<https://www.drms.dla.mil/drms/intranet/index.htm>

C1.2.1.6. Chapter 5, Competence, Training and Awareness

C1.2.1.7. Training records

C1.2.2. Local References

C1.2.2.1. See site supplement for local references.

C1.3. Responsibilities

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- C1.3.1. DRMS Director
- C1.3.2. DRMS HQ Management Team
- C1.3.3. DRMS Directorates
- C1.3.4. Office of Contracting
- C1.3.5. Office of Assessment and Compliance
- C1.3.6. DRMS Environmental Management Representative (EMR)
- C1.3.7. Core EMS Team
- C1.3.8. FST Chief
- C1.3.9. FST EMR
- C1.3.10. Area Manager
- C1.3.11. Site EMRs
- C1.3.12. All DRMS personnel and contract employees

C1.4. Process

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C1.4.1. An Environmental Management System (EMS) is the part of an overall management system that organizes plans and manages environmental practices to support an organization's environmental policy. DRMS is committed through our EMS to identify the best possible use/reutilization of Department of Defense personal property that is no longer useable for its original purpose, while ensuring that pollution prevention partnerships and environmental stewardship are demonstrated in all business practices. DRMS also seeks to improve our business practices by utilizing an EMS to monitor our business practices for continual improvement. The successful implementation of the DRMS EMS requires a commitment from, and an inclusion of, all personnel employed by DRMS and those working on DRMS' behalf.

C1.4.2. HQ DRMS is promulgating this EMS to apply to all DRMS locations worldwide that are considered appropriate facilities as defined by the Department of Defense, Defense Logistics Agency and the HQ DRMS Management Team. DRMS appropriate facilities will interact with host facility EMS programs and other DLA tenants by providing key EMS information, attending host EMS meetings and considering host aspects, objectives and targets for integration into the DRMS site program.

C1.4.3. General Processes

C1.4.3.1. The DRMS Director will appoint the DRMS EMR and alternate using an appointment memorandum.

C1.4.3.2. The DRMS HQ Management Team is responsible for ensuring that an effective EMS program exists within DRMS by providing adequate resources to support the EMS as identified by the DRMS EMR and providing direction in the form of core significant aspects, objectives, targets and programs.

C1.4.3.3. DRMS Directorates are responsible for developing, managing, and promoting programs that support DRMS' Environmental Policy Statement, significant aspects, objectives and targets.

C1.4.3.4. The Office of Contracting is responsible for insuring contracts contain language requiring contractor awareness of EMS plans at DRMS facilities and that they provide information required by a federal facility to comply with the Environmental Management System as described in Section 401 of Executive Order 13148 and facility compliance audits as described in Section 402 of Executive Order 13148.

C1.4.3.5. The Office of Assessment and Compliance is responsible for performing reviews of EMS programs per Chapter 13, Internal Review, requirements at appropriate facilities in conjunction with environmental compliance visits.

C1.4.3.6. The DRMS EMR is responsible for coordinating EMS program requirements throughout the DRMS organization. The DRMS EMR is responsible for

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providing and documenting quarterly EMS management reviews to the DRMS HQ Management Team on the performance of the EMS, to include the EMS' effectiveness in supporting mission critical functions and in meeting EMS targets. The DRMS EMR provides recommendations to the DRMS HQ Management Team for improvement to the EMS. The DRMS EMR identifies and requests resources such as training and funding to the HQ management team during the quarterly EMS management review meetings to ensure resources are available to establish, maintain, implement and improve the DRMS EMS. The DRMS EMR is responsible for maintaining the EMS core instruction and developing annual EMS awareness training. The DRMS EMR is responsible for providing information and guidance to FST EMRs and site EMRs for the implementation and execution of the DRMS EMS.

C1.4.3.7. The DRMS EMR is responsible for acting as the DRMS HQ representative to the host Hart-Dole-Inouye Federal Center EMS program. The DRMS EMR attends host EMS meetings as requested by the host. The DRMS EMR provides the host with information concerning the DRMS EMS program as requested by the host but at least annually to include a listing of core aspects, site aspects and mission essential needs.

C1.4.3.8. FST Chiefs are responsible for ensuring EMS programs are in place at the appropriate facilities within their area of responsibility. FST Chiefs will develop FST specific objectives, targets and programs as needed. FST Chiefs will appoint FST EMRs and will appoint alternate FST EMRs as resources allow. The FST EMRs and alternates will be appointed using an appointment memorandum available from the DRMS intranet at <https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>.

C1.4.3.9. The FST EMR is responsible for acting as a conduit for information flow between the DRMS EMR, FST Chief and the site EMRs. The FST EMR is responsible for providing and documenting quarterly EMS reviews to the FST Chief concerning the implementation and performance of EMS within the FST. The FST EMR will consolidate responses from site EMRs to data calls from the DRMS EMR and provide a single consolidated response from the FST. The FST EMRs will assist the site EMRs with the implementation of site specific EMSs by identifying questions/problems and coordinating with the DRMS EMR for guidance.

C1.4.3.10. Area managers are responsible for ensuring that an effective EMS program exists at their appropriate facilities that supports the core EMS program and is adapted to meet local objectives and host facility EMS programs. Area managers will appoint site EMRs for their appropriate facilities and will appoint alternate site EMRs as resources permit. Site EMRs and alternate site EMRs will be appointed using an appointment memorandum available from the DRMS intranet at <https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>.

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C1.4.3.11. Site EMRs are responsible for adapting this instruction to reflect the unique requirements of their site using a site supplement. The site EMR is responsible for tracking performance of EMS objectives, targets and programs and reporting the EMS's effectiveness in supporting mission critical functions via a quarterly EMS management review to the Area Manager or their designee. The site EMR provides recommendations to the Area Manager or their designee for improvement to the site's EMS. The site EMR is responsible for maintaining the local site supplement to this instruction.

C1.4.3.12. The site EMR acts as a liaison between DRMS and the host installation EMS program. The site EMR attends host EMS meetings as requested by the host. The site EMR provides the host with information concerning the site EMS program as requested by the host but at least annually as determined by the DRMS EMR to include a listing of core aspects, site aspects and mission essential needs. The site EMR coordinates with EMRs of other DLA tenant organizations collocated on the host facility.

C1.4.3.13. All DRMS personnel and contract employees will demonstrate a commitment to the DRMS environmental policy statement, core and local objectives and targets, and programs while working towards improving environmental performance.

C1.4.3.14. Documented roles, responsibilities, and authorities are reviewed as described in Chapter 8, Control of Documents.

C1.4.4. Local Processes

C1.4.4.1. See site supplement for local processes.

C1.5. Records

Record	Responsibility	Storage Location	Min. Retention Time	Disposal Method
DRMS-I 6050.2, EMS Core Instruction	DRMS EMR	DRMS Intranet https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm	Until Superseded	Delete
Site supplement to DRMS-I 6050.2	Site EMR	Files	Until Superseded	Shred/recycle
Quarterly EMS	DRMS EMR	Files	3 years	Shred/Recycle

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**DRMS-I 6050.2, Environmental Management System
Chapter 1 Resources, Roles, Responsibilities, Authority**

review for HQ DRMS				
Quarterly EMS review for FST Chief	FST EMR	Files	3 years	Shred/Recycle
Quarterly EMS review for Area Manager/ designee	Site EMR	Files	3 years	Shred/Recycle
EMS training	Training Coordinator	Files/Learning Management System (LMS)	X years *	Shred/Recycle
EMR Appointment Memorandum	DRMS/FST/ Site EMRs	Files/DLA website https://today.dla.mil/des/ems/	N/A	Shred/Recycle and/or Delete
Additional Local Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
See supplement for additional local records.				

* Refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005. For EMS file series 238.01, Environmental Quality Series, refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005, for actual retention times and disposal methods.

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C2. ENVIRONMENTAL POLICY (ISO 14001 SUB CLAUSE 4.2)

C2.1. Purpose

C2.1.1. An environmental policy is established to provide general environmental guidance and direction to employees and those working on behalf of DRMS. The environmental policy provides a vehicle to communicate the guiding principles used in a systematic way to promote environmental stewardship through our programs and EMS that support overall mission performance.

C2.2. Referenced documents

C2.2.1. General References

C2.2.1.1. DRMS Environmental Policy Statement

<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C2.2.1.2. DRMS Strategic Business Plan 2002-2007

<https://www.drms.dla.mil/drms/intranet/organization/Strategic%20Business%20Plan%202002.doc>

C2.2.1.3. DRMS Balanced Scorecard

<https://www.drms.dla.mil/drms/intranet/organization/changemgmt.htm>

C2.2.1.4. DRMS Strategic Goals DRMS Gameplan

<https://www.drms.dla.mil/drms/intranet/organization/changemgmt.htm>

C2.2.2. Local References

C2.2.2.1. Hart Dole Inouye Federal Center Host Facility Environmental Policy Statement

C2.2.2.2. See site supplement for local references.

C2.3. Responsibilities

C2.3.1. HQ Management Team

C2.3.2. DRMS EMR

C2.3.3. FST EMR

C2.3.4. Site EMR

C2.4. Process

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C2.4.1. The DRMS Environmental Policy statement is reviewed annually or as mission requirements dictate so that the statement reflects current mission and operational requirements.

C2.4.2. General Processes

C2.4.2.1. The DRMS EMR schedules an annual electronic review of the existing DRMS Environmental Policy Statement by the HQ Management Team. The HQ Management Team provides suggested revisions to the Policy Statement to the DRMS EMR. When performing the review, the HQ Management Team will review:

C2.4.2.1.1. Existing Environmental Policy Statement,

C2.4.2.1.2. Considerations of Host Facilities, other DLA tenants and stakeholders,

C2.4.2.1.3. Current and future mission priorities,

C2.4.2.1.4. Effectiveness of EMS to date, and

C2.4.2.1.5. Emerging issues (e.g. an update to Final Governing Standards, anticipated regulations, new or changed mission, etc.).

C2.4.2.2. If the HQ Management Team recommends changes to the Environmental Policy Statement, the DRMS EMR will revise the statement and present the change to the DRMS Director through a staff coordinated package for approval.

C2.4.2.3. A review of the DRMS Environmental Policy Statement will be initiated within 30 days by the DRMS EMR following a change in the DRMS Director. Following the review, the DRMS Environmental Policy Statement will be re-issued by the incoming Director or revised as needed.

C2.4.2.4. Following the approval of a change to the Environmental Policy Statement or reissue by a new DRMS Director, the DRMS EMR will notify the FST EMRs of the change via email, notify the Hart Dole Inouye Federal Center Host Facility EMR via a document transmittal or email with delivery receipt, notify other DLA tenants in the Hart Dole Inouye Federal Center via email and post the new Environmental Policy Statement to the DRMS website <https://www.drms.dla.mil/newenv/documents/Environmental%20Policy%20Statement%203-14-06.pdf>. All DRMS employees will be notified of an update to the environmental policy via an email to the appropriate group address.

C2.4.2.5. FST EMRs will notify the site EMRs within their FST of the change to the DRMS Environmental Policy Statement.

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C2.4.2.6. Site EMRs will notify their Host Facility EMR via a document transmittal or email with delivery receipt of the change to the DRMS Environmental Policy Statement. Site EMRs will notify other DLA tenant organizations collocated on the Host Facility of the change to the DRMS Environmental Policy Statement via email.

C2.4.2.7. Employees will be trained on the current Environmental Policy Statement as part of annual EMS awareness training.

C2.4.2.8. The environmental policy statement is made available to the public via the DRMS website at:

C2.4.3. Local Processes

C2.4.3.1. See supplement for additional local processes.

C2.5. **Records**

General Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
Quarterly EMS review for HQ DRMS	DRMS EMR	Files	3 years	Shred/Recycle
Policy review	DRMS EMR	Files/Computer	3 years	Delete
Policy Transmittal Letter/email to Host Facility EMS EMR	DRMS EMR/Site EMR	Files/computer	3 years	Delete/Shred/Recycle
Policy Notification to DLA tenants	DRMS EMR/Site EMR	Computer	3 years	Delete
Additional Local Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
See site supplement for additional local records.				

* Refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005. For EMS file series 238.01, Environmental Quality Series, refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005, for actual retention times and disposal methods.

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C3. ENVIRONMENTAL ASPECTS (ISO 14001 SUB CLAUSE 4.3.1)

C3.1. Purpose

C3.1.1. To identify environmental aspects that can have a significant impact on the environment so that they can be controlled and eliminated when possible. Controlling significant aspects reduces risk to the environment and enhances overall mission performance.

C3.2. Referenced documents

C3.2.1. General References

C3.2.1.1. DRMS Core Significant Aspects

<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C3.2.1.2. DRMS Core Significant Aspect Determination Matrix

<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C3.2.1.3. Aspect Identification and Prioritization Process, Office of Federal Environmental Executive

http://www.ofee.gov/ems/training/Aspects_Planning_Process.pdf

C3.2.1.4. Chapter 11, Legal and Other Requirements

C3.2.2. Local References

C3.2.2.1. See supplement for local references.

C3.3. Responsibilities

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- C3.3.1. DRMS Directorates
- C3.3.2. DRMS HQ Management Team
- C3.3.3. DRMS EMR
- C3.3.4. FST EMR
- C3.3.5. Supervisors
- C3.3.6. Area Manager
- C3.3.7. Site EMR

C3.4. **Process**

C3.4.1.1. Significant aspects are identified and prioritized at the core and site level within the Defense Reutilization and Marketing Service. Host EMS aspects that apply to DRMS activities will be reviewed and incorporated into the aspect identification and prioritization process. Through the identification and prioritization of significant aspects, DRMS will be able to manage significant aspects in the spirit of continual improvement to support DRMS environmental policy and host EMS programs. General procedures for identifying and prioritizing significant aspects are provided in the [Aspect Identification and Prioritization Process](#) document posted on the EMS portion of the DRMS intranet (<https://www.drms.dla.mil/drms/intranet/index.htm>). Specific procedures used to determine the DRMS Core Significant Aspects are contained in the DRMS Core Significant Aspect Determination Matrix available on the DRMS internal website (<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>). The sample procedure requires significant aspects to be ranked using a numerical score for each of the following criteria: regulated activity (legal compliance), presence of operational controls, potential of impacts, severity of impacts, mission impact and emergency potential. An aspect's score for each ranking criteria will be summed to determine an estimated risk score. A minimum estimated risk score will be established for establishing significance. Potential impact to the mission resulting from not controlling an aspect, be it a monetary fine levied by a regulatory governmental agency or cessation of a particular activity while corrective actions are implemented, will also be considered when identifying and ranking significant aspects. The DRMS HQ Management Team based on mission requirements may identify an aspect as significant regardless of its numerical score.

C3.4.2. The DRMS HQ Management Team will identify core significant aspects that apply to all DRMS appropriate facilities. The prioritized core significant aspects will serve as the basis for prioritized significant aspects at all DRMS appropriate facilities. The Area Manager or their designee at appropriate DRMS facilities will adopt and endorse core

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significant aspects that are relevant to their site's operations. When locally unique missions, operational requirements or environmental challenges exist at DRMS appropriate facilities that are not covered by the core environmental aspects, the Area Manager or their designee will identify site specific significant aspects as warranted. Prioritized core significant aspects are reviewed by the DRMS HQ Management Team annually. Site specific significant aspects where identified will be reviewed by the Area Manager or their designee. Significant aspects can be developed at any time to respond to the organization's need to mitigate new risks resulting from changing requirements.

C3.4.3. General Processes

C3.4.3.1. DRMS Directorates will propose core significant aspects using the procedures in the [Aspect Identification and Prioritization Process](https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm) document posted on the EMS portion of the DRMS intranet (<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>). An annual data call will be made by the DRMS EMR to DRMS Directorates to review/propose core significant aspects relevant to their area of operations.

C3.4.3.2. The DRMS EMR coordinates with the Hart Dole Inouye Federal Center EMR to identify the Host Facility's significant aspects that are applicable to DRMS HQ activities.

C3.4.3.3. The DRMS EMR will consolidate the suggested core significant aspects from the DRMS Directorates with the applicable Host Facility significant aspects and coordinate them through the HQ Management Team for approval by the Director.

C3.4.3.4. DRMS HQ Management Team annually reviews and approves the prioritized core aspect list. The DRMS core aspect list will not be communicated externally outside of the Department of Defense. The DRMS HQ Management Team may decide at a future date if external communication of the DRMS core aspects is beneficial to the organization.

C3.4.3.5. Following DRMS HQ Management Team approval, the DRMS EMR posts the approved core significant aspects to the EMS portion of the DRMS intranet (<https://www.drms.dla.mil/drms/intranet/index.htm>). The DRMS EMR notifies FST EMRs via email and the Hart Dole Inouye Federal Center EMR via a transmittal letter when core significant aspects are updated. Notification is provided so that site EMRs and the Hart Dole Inouye Federal Center EMR may incorporate the core significant aspects when establishing/updating their EMS. The transmittal letter or email with delivery receipt to the Host Facility's EMR also includes:

C3.4.3.5.1. A request that the Host Facility provide a written reply or email confirming receipt of the transmittal letter, and

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C3.4.3.5.2. Confirmation that the Host Facility will consider the tenant's significant aspects and mission critical issues in the Host Facility's EMS.

C3.4.3.6. If practical, the transmittal letter or email with delivery receipt will be combined with the transmittal letter or email with delivery receipt used for objectives and targets.

C3.4.3.7. When new aspects are warranted outside of the annual review schedule due to changes in processes, missions or compliance requirements, the procedures referenced in paragraph C3.4.1.1 will be used to determine the significance of the new aspect.

C3.4.3.8. Supervisors will inform assigned personnel, including contract employees and contractors, when significant aspects relevant to the employee's duties change.

C3.4.3.9. The Area Manager or their designee will endorse and adopt the core significant aspects. The Area Manager or their designee will propose or delegate the responsibility to propose site specific EMS significant aspects when needed using the procedures referenced in the EMS portion of the DRMS intranet (<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>). An annual data call at a time provided by the DRMS EMR will be made by the site EMR to review/propose significant aspects relevant to their site's operations.

C3.4.3.10. The site EMR annually coordinates during a timeframe identified by the DRMS EMR with the host facility EMR to ensure that significant aspects are reviewed. The coordination between the site EMR and Host facility EMR will focus on insuring that the site and host EMS programs are compatible and mutually supportive.

C3.4.3.11. The site EMR will consolidate the significant aspects identified by the Area Manager or their designee and the Host Facility's EMS program for approval during the annual management review.

C3.4.3.12. The Area Manager or their designee reviews and approves the site specific significant aspects list.

C3.4.3.13. The site EMR notifies the Host Facility EMR via a transmittal letter or email with delivery receipt when the site's significant aspects and/or DRMS core significant aspects are updated. Notification is provided so that the Host Facility EMR may incorporate the significant aspects when establishing/updating their EMS. The transmittal letter or email with delivery receipt to the Host Facility EMR also includes:

C3.4.3.13.1. A request that the Host Facility provide a written or email reply confirming receipt of the transmittal letter, and

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C3.4.3.13.2. Confirmation that the Host Facility will consider the tenant's significant aspects and mission critical issues in the Host Facility's EMS.

C3.4.3.14. Procedures for identifying and prioritizing significant aspects are provided in the EMS portion of the DRMS intranet (<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>).

C3.4.3.15. If new significant aspects are warranted due to a change to a process, mission, compliance requirements or the initiation of a new process, an environmental risk assessment, using the procedures for identifying and prioritizing significant aspects provided in the EMS portion of the DRMS intranet (<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>) will be performed.

C3.4.4. Local Processes

C3.4.4.1. See site supplement for local processes.

C3.5. **Records**

General Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
Quarterly EMS review for HQ DRMS	DRMS EMR	Files	3 years	Shred/Recycle
Core Significant Aspect Prioritization Matrix	DRMS EMR	Files	3 years	Shred/Recycle
Core Significant Aspect List	DRMS EMR	Files	3 years	Shred/Recycle
Core Significant Aspects Update Transmittal	DRMS EMR	Files	3 years	Shred/Recycle
Core Significant Aspects Transmittal /Email Confirmation from Host Facility	DRMS EMR	Files/computer	3 years	Delete/Shred/Recycle
Area Manager/designee Review Record	Site EMR	Files	3 years	Shred/Recycle
Site Significant	Site EMR	Files	3 years	Shred/Recycle

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**DRMS-I 6050.2, Environmental Management System
Chapter 3, Environmental Aspects**

Aspect Prioritization Matrix (if applicable)				
Site Significant Aspect list	Site EMR	Files	3 years	Shred/Recycle
Site Significant Aspects Update Transmittal/Email	Site EMR	Files/Computer	3 years	Delete/Shred/Recycle
Site Transmittal/Email Confirmation from Host Facility	Site EMR	Files/Computer	3 years	Delete/Shred/Recycle
Additional Local Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
See site supplement for additional local records.				

* Refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005. For EMS file series 238.01, Environmental Quality Series, refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005, for actual retention times and disposal methods.

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C4. OBJECTIVES, TARGETS AND PROGRAMS (ISO 14001 SUB CLAUSE 4.3.3)

C4.1. Purpose

C4.1.1. To establish environmental objectives, targets and programs (action plans) within DRMS at Directorate and field levels and to ensure that they are reviewed for currency with organizational and mission needs. Objectives, targets and action plans are communicated to the host and other DLA tenants to enhance interoperability and improve overall performance.

C4.2. Referenced documents

C4.2.1. General References

C4.2.1.1. DRMS Environmental Policy Statement
<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C4.2.1.2. DRMS Core Significant Aspects
<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C4.2.1.3. Chapter 3, Environmental Aspects

C4.2.1.4. DRMS Core Action Plan

C4.2.1.5. DRMS Core Objectives and Targets
<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C4.2.2. Local References

C4.2.2.1. Hart Dole Inouye Federal Center Significant Aspects (for HQ DRMS)

C4.2.2.2. Hart Dole Inouye Federal Center Objectives and Targets (for HQ DRMS)

C4.2.2.3. See site supplement for local references.

C4.3. Responsibilities

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

- C4.3.1. DRMS Director
- C4.3.2. DRMS Directorates
- C4.3.3. Hazardous and Scrap Policy Branch
- C4.3.4. Directorate of Operations
- C4.3.5. Customer Support Directorate
- C4.3.6. Office of Counsel
- C4.3.7. Office of Assessment and Compliance
- C4.3.8. Office of Contracting
- C4.3.9. Office of Enterprise Support
- C4.3.10. Information Operations, Battle Creek
- C4.3.11. Financial Operations
- C4.3.12. DRMS EMR
- C4.3.13. FST EMR
- C4.3.14. Site EMR
- C4.3.15. Core EMS Team
- C4.3.16. Area Manager
- C4.3.17. Supervisors

C4.4. **Process**

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

C4.4.1. Following the identification and prioritization of significant aspects, the organization must decide which significant aspects are currently under control, which significant aspects need control or where there is an opportunity and desire to undertake additional efforts to improve the aspect. Significant aspects which require action to bring them under control or where additional improvements are desired are the aspects that objectives and targets are created for. An aspect's priority may decrease over time if the proper objective is determined and the resulting target is obtained. In this manner the selection of proper and obtainable objectives and targets enable an EMS program to "cycle" through aspects as older aspects are brought under control by meeting targets and new aspects are identified and prioritized.

C4.4.2. An objective is an overall environmental goal that is pursued. Objectives must support the mission, vision, strategic issues, policy, legal and other requirements of DRMS. A target is developed based of a specific objective and identifies a detailed performance requirement that needs to be set and met in order to achieve that objective. Objectives and targets will address short and long-term issues and be specific and measurable wherever practicable. There may be instances where the creation of objectives and targets for an aspect is desirable but action is prevented due to fiscal and/or other restraints. In such cases, the significant aspect needs to be considered as a source for future objectives and targets until such a time as the restraints are removed.

C4.4.3. An action plan will be created to identify how the identified objectives and targets will be obtained, including timelines, resources and personnel responsible for implementing the action plan. Examples of action plan are included with the core objectives and targets located at the EMS portion of the DRMS intranet at (<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>).

C4.4.4. The pursuit of meaningful and obtainable objectives and targets through an action plan are the core of the continual improvement process that is crucial to a successful EMS.

C4.4.5. General Processes

C4.4.5.1. Annually EMS objectives and targets and action plans are identified to the DRMS EMR by the DRMS Directorates. The DRMS EMR coordinates the objectives, targets and action plans data call. Each directorate (Disposition Process and Management, Operations and Customer Support) and each Office (Counsel, Assessment and Compliance, Contracting, Enterprise Support, Information Systems and Technology and Comptroller) shall participate. Objectives and targets will reflect specific processes or programs within the directorate or office that can be related to and/or support environmental operations and/or safety. Objectives and targets may be preexisting environmental or safety metrics used for other programs, reporting purposes or may be unique to the EMS. Each DRMS Corporate Office/Directorate will also develop an action plan to obtain the objectives and targets they have

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identified.

C4.4.5.2. DRMS Directorates must consider how they will support the Hart Dole Inouye Federal Center's significant aspects and objectives and targets when formulating their own objectives and targets.

C4.4.5.3. DRMS Directorates must consider how they will support DLA's guidance including:

C4.4.5.3.1. Energy management,

C4.4.5.3.2. Water management,

C4.4.5.3.3. Beneficial use of waste,

C4.4.5.3.4. Eliminate need for permits, and

C4.4.5.3.5. Collection of baseline data.

C4.4.5.4. DRMS Directorates in conjunction with their appointed core EMS team member will develop and provide electronic copies of their objectives, targets and action plans to the DRMS EMR. The DRMS EMR consolidates the suggested objectives, targets and actions plans in a coordination package for submission to the Director.

C4.4.5.5. The DRMS Director will review and approve the objectives, targets and action plans submitted by the DRMS Directorates.

C4.4.5.6. A semi-annual Measure of Merit (MoM) report is prepared and submitted by the Hazardous and Scrap Policy Branch (BCP). The MoM includes objectives and targets status and summarizes environmental performance to the Defense Logistics Agency Headquarters.

C4.4.5.7. The DRMS EMR will incorporate the objectives and targets following their approval by the Director into the core monitoring and measuring matrix.

C4.4.5.8. The DRMS EMR ensures that objective and target performance is monitored and measured. The DRMS EMR assigns responsibility for gathering of data to the appropriate function(s). The objectives, targets and action plans are posted to the DRMS EMS intranet (<https://www.drms.dla.mil/drms/intranet/index.htm>) under objectives and targets.

C4.4.5.9. The DRMS EMR briefs the DRMS HQ Management Team on the status of objectives, targets and action plans as part of the quarterly EMS review.

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C4.4.5.10. Annually in December by a date arranged by the DRMS EMR, site EMS objectives and targets and action plans are identified to/by the site EMR. Targets and objectives will reflect specific processes or programs at the site that can be related to and/or support unique environmental operations and/or safety requirements. Objectives and targets may be preexisting environmental or safety metrics used for other programs, reporting purposes or may be unique to the EMS. An action plan needs to be developed for any unique site objectives and targets.

C4.4.5.11. Site EMRs must consider how they will support the Host's EMS significant aspects, objectives and targets when formulating their own objectives and targets. Site EMRs must also consider their host's long-term goals, vision and strategic plans when developing site specific objectives and targets to ensure host/tenant compatibility.

C4.4.5.12. The site EMR will incorporate the objectives and targets following approval by the Area Manager or their designee into the site monitoring and measuring matrix. A copy of the updated site monitoring and measuring matrix will be emailed by the site EMR to the FST EMR by 15 January of each year or at a time otherwise approved by the DRMS EMR.

C4.4.5.13. The Area Manager or their designee develops an action plan to obtain the objectives and targets. An electronic copy of the action plan is provided to the site EMR.

C4.4.5.14. The site EMR briefs the Area Manager or their designee on the status of objectives, targets and action plans as part of the quarterly EMS management review.

C4.4.5.15. The FST EMR will ensure that all sites within their FST update their monitoring and measuring matrixes. The FST EMR will notify the FST Chief and DRMS EMR when all sites have updated their monitoring and measuring matrix by February 1 of each year or by a time otherwise approved by the DRMS EMR.

C4.4.5.16. The FST EMR briefs the FST Chief on the status of objectives, targets and action plans within the FST as part of the quarterly EMS management review.

C4.4.5.17. Changes to objectives, targets and action plans are communicated to the organization and/or site through training and other forms of communications as appropriate.

C4.4.5.18. The DRMS and site EMRs provide a transmittal letter or email with delivery receipt to their respective Host EMS EMR and other DLA tenants describing their objectives, targets and action plans. The transmittal letter or email with delivery receipt will include a request that the host and other DLA tenants share their

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objectives, targets and action plans with the requesting DRMS activity in writing. If practical, this transmittal letter or email with delivery receipt may be combined with the transmittal letter or email with delivery receipt sent to the host EMS program for significant aspects and mission needs. EMRs must ensure that site objectives and targets support the host's target and objectives that are relevant to the site's activities.

C4.4.5.19. Supervisors are responsible for implementing assigned action plans and achieving objectives and targets. Plans and objective status are reviewed quarterly in department staff meetings. Action plans are revised as needed to ensure achievement of objectives and targets.

C4.4.6. Local Processes

C4.4.6.1. See site supplement for local processes.

C4.5. Records

General Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
HQ DRMS management review of objectives, targets and action plans	DRMS EMR	Files	3 years	Shred/Recycle
Core Monitoring and Measuring Matrix	DRMS EMR	DRMS intranet https://www.drms.dla.mil/drms/intranet/index.htm	3 years	Delete
Core Action Plan(s)	DRMS EMR	Computer	3 years	Delete
Area Manager/designee Review Record	Site EMR	Files	3 years	Shred/Recycle
Site Monitoring and Measuring Matrix	Site EMR	Files	3 years	Shred/Recycle
Site Action Plans	Site EMR	Computer	3 years	Delete
Additional Local Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
See site				

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**DRMS-I 6050.2, Environmental Management System
Chapter 4, Objectives, Targets and Programs**

supplement for additional local records				
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* Refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005. For EMS file series 238.01, Environmental Quality Series, refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005, for actual retention times and disposal methods.

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C5. COMPETENCE, TRAINING AND AWARENESS (ISO 14001 SUB CLAUSE 4.4.2)

C5.1. Purpose

C5.1.1. Ensure all personnel, including contract personnel, whose work activities can cause real or potential significant environmental impacts are aware of how their work supports the EMS and are competent to perform their roles, responsibilities and authorities while supporting the DRMS mission.

C5.2. Referenced documents

C5.2.1. General References

C5.2.1.1. 29 Code of Federal Regulations – Labor

<http://www.gpoaccess.gov/cfr/index.html>

C5.2.1.2. 40 Code of Federal Regulations - Protection of Environment

<http://www.gpoaccess.gov/cfr/index.html>

C5.2.1.3. 49 Code of Federal Regulations – Transportation

<http://www.gpoaccess.gov/cfr/index.html>

C5.2.1.4. DoD Directives, Instructions, Publications and Administrative Instructions <http://www.dtic.mil/whs/directives/>

C5.2.1.5. DLA One Book (DLAD 5025.30), Policies, Processes, and Procedures DLA Environmental HM/HW Training Plan

<http://www.dtc.dla.mil/env/service.htm>

C5.2.1.6. DLA Environmentally Hazardous Material/ Hazardous Waste Training Plan <https://dla1.eportal.dla.mil/irj/portal>

C5.2.1.7. DRMS Publications, Standard Operating Procedures, Policy Letters, General Orders, newsletters/communiqués and waivers are located at: <https://www.drms.dla.mil/drms/intranet/index.htm>

C5.2.1.8. DRMS EMS Awareness Training

C5.2.1.9. ISO 14001:2004(e) Awareness Tutorial for FST and Site EMRs Status of Forces Agreements (overseas locations)

C5.2.1.10. Final Governing Standards (overseas locations)

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

C5.2.1.11. Overseas Environmental Baseline Guidance Document (overseas locations)

C5.2.1.12. BASEL/International Agreements (overseas locations)

C5.2.1.13. Host Nation Laws (overseas locations)

C5.2.1.14. European Agreement Concerning International Carriage of Dangerous Goods by Road (ADR) (European locations)

<http://www.unece.org/trans/danger/publi/adr/pubdet.htm>

C5.2.1.15. Position Description searchable data base

<https://pdqnet.ddc.dla.mil/PDQNetHome.aspx>

C5.2.1.16. Environmental skills code matrix DRMS intranet, training tab, environmental

C5.2.1.17. Skill code training requirements currently under development by DRMS

C5.2.1.18. EMS training

<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C5.2.2. Local References

C5.2.2.1. See site supplement for local references.

C5.3. **Responsibilities**

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- C5.3.1. Corporate Planning and Support Office
- C5.3.2. DRMS Directorates
- C5.3.3. Office of Contracting
- C5.3.4. FST Chiefs
- C5.3.5. Area Manager
- C5.3.6. Supervisors
- C5.3.7. DRMS EMR
- C5.3.8. FST EMR
- C5.3.9. Site EMR
- C5.3.10. Training Coordinator
- C5.3.11. Defense Logistics Agency Training Center (DTC)
- C5.3.12. DRMS personnel including temporary appointments

C5.4. Process

C5.4.1. Competencies and training are determined using the skills code matrix for DRMS employees. Competencies and training required by contract personnel are identified in individual contracts.

C5.4.2. General Processes

C5.4.2.1. The Corporate Planning and Support Office (DRMS-J) maintains the skills code matrix and training requirements for the different skill codes assigned to DRMS employees.

C5.4.2.2. DRMS Directorates advise the Corporate Planning and Support Office when modifications to training requirements in the skills code matrix are required. Training requirements identified by the DRMS Directorates will indicate training required by Federal Regulations applicable to their area of management.

C5.4.2.3. The Office of Contracting (DRMS-P) is responsible for ensuring that all new contracts contain language that requires contractors to provide information needed to comply with this EMS as required by Executive Order 13148. Contractors must be aware of and familiar with the EMS programs on facilities that they operate on.

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C5.4.2.4. Forward Support Team Chiefs, Area Managers and supervisors ensure employees meet the training and competency requirements by adhering to the guidance provided in DoD, DLA and DRMS referenced documents for training requirements, record keeping and procedures.

C5.4.2.5. Supervisors will ensure that Individual Development Plans (IDPs) reflect mandatory and other hazardous property training requirements.

C5.4.2.6. Training coordinators arrange and report training for the personnel assigned to their area of responsibility. Training coordinators schedule required training through the DLA Training Center (DTC) or commercial sources as required. Following the completion of a training course, employees provide the training coordinator with evidence that a class was completed such as a training certificate. The training coordinator provides the training certificate to the Defense Training Center.

C5.4.2.7. The Defense Training Center maintains records of training in the Learning Management System (LMS). Training requirements are tracked within the System by Skill Code assignment. LMS may be accessed through the DLA eWorkplace at <https://dla1.eportal.dla.mil/irj/portal>.

C5.4.2.8. Newly appointed DRMS, FST and Site EMRs and alternates are required to review the DRMS EMS Awareness Training and ISO 14001:2004(e) Awareness Tutorial for FST and Site EMRs available from the DRMS website at <https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>.

C5.4.2.9. All newly hired employees are required to take new employee training which includes EMS awareness training. Continuing employees are required to take annual EMS awareness training in the form of a corporate study period. EMS training will be incorporated as part of the DRMO Basic Operations course. EMS training will be designed to make employees aware of their personal performance and how it relates to the environment, the mission and the potential consequences to the environment of not following procedures.

C5.4.2.10. Daily Situation Reports (SITREPs) are a mechanism used to inform employees of the environmental and health consequences of not following procedures. SITREPs are produced and emailed to all DRMS employees when reportable situations occur concerning accidental environmental impacts or personnel injuries. The SITREPs describe how an incident occurred and identify the root cause and mission impact such as potential contamination, personal injury or regulatory fine/citation. SITREP requirements and procedures are discussed in Chapter 16, Emergency Preparedness and Response.

C5.4.2.11. All DRMS personnel, including temporary appointments, are

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responsible for ensuring that they are competent to perform their job functions.

C5.4.3. Local Processes

C5.4.3.1. See site supplement for local processes.

C5.5. **Records**

Record	Responsibility	Storage Location	Min. Retention Time	Disposal Method
Job Descriptions	Supervisors	Files	X years *	Shred/Recycle
Training records	Training Coordinator/DTC	Files	X years *	Shred/Recycle
Skill Codes Matrix	DLA/Training Office	Computer	X years *	Delete
Individual Development Plan	Supervisor	Files	X years *	Shred/Recycle
DRMS contracts	Contracting Office	Files	X years *	Shred/Recycle
On-The Job Training Documentation, DRMS Form 43	Supervisors	Files	X Years *	Shred/Recycle
Additional Local Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
See site supplement for additional local records.				

* Refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005. For EMS file series 238.01, Environmental Quality Series, refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005, for actual retention times and disposal methods.

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C6. COMMUNICATION (ISO 14001 SUB CLAUSE 4.4.3)

C6.1. Purpose

C6.1.1. Ensure internal and external communications are timely, appropriate and effective.

C6.2. Referenced documents

C6.2.1. General References

C6.2.1.1. Executive Order 13148, Greening the Government Through Leadership in Environmental Management, Federal Register Vol. 65, No. 81, Wednesday, April 26, 2000

<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C6.2.1.2. DoD Environmental Management System (EMS) Self Declaration Policy <https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C6.2.1.3. Defense Logistics Agency Environmental Management System Policy <https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C6.2.1.4. DRMS Environmental Policy Statement
<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C6.2.1.5. DRMS Core Significant Aspects
<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C6.2.1.6. DoD Directives, Instructions, Publications and Administrative Instructions <http://www.dtic.mil/whs/directives/>

C6.2.1.7. DLA One Book (DLAD 5025.30), Policies, Processes, and Procedures

C6.2.1.8. DLA Communication Plan
<https://today.dla.mil/news/headlines/2002/article5484.htm>

C6.2.1.9. DRMS annex to the DLA Communication Plan
<https://today.dla.mil/NR/rdonlyres/1EB6393B-7884-44D5-A783-4A4FD3B90B70/0/DRMSANNE.pdf>

C6.2.1.10. DRMS Publications, Standard Operating Procedures, Policy Letters, General Orders, newsletters/communiqués and waivers
<https://www.drms.dla.mil/drms/intranet/index.htm>

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

C6.2.2. Local References

C6.2.2.1. See site supplement for local references.

C6.3. Responsibilities

C6.3.1. DRMS Director

C6.3.2. DRMS Director's Office

C6.3.3. DRMS Directorates

C6.3.4. Corporate Planning and Support Office

C6.3.5. Office of Assessment and Compliance

C6.3.6. Office of Counsel

C6.3.7. Office of Public Affairs

C6.3.8. Office of Business Support

C6.3.9. Hazardous Waste and Scrap Policy Branch

C6.3.10. DLA - Directorate of Customer Products and Services

C6.3.11. DLA – Enterprise Support – Battle Creek, MI

C6.3.12. DRMS EMR

C6.3.13. FST EMR

C6.3.14. Site EMR

C6.3.15. Area Manager

C6.3.16. All Personnel

C6.4. Process

C6.4.1. Internal communications are designed to keep the Defense Reutilization and Marketing Service (DRMS) personnel, and those working on behalf of DRMS, informed about the EMS. Internal EMS communications concerning policy statements, core aspects, objectives and targets and action plans may be accomplished by but not limited to briefings, postings on the EMS portion of the DRMS intranet (<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>), articles in

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electronic newsletters, staff meetings, awareness posters, employee meetings, emails and other media/mechanisms as needed. Internal communications designed to keep personnel aware of changes to organizational guidance documents such as regulations, instructions, policies and procedures may include but is not limited to emails notifications articles in electronic newsletters, staff meetings, employee meetings and other media/mechanisms as needed.

C6.4.2. External communications concerning the DRMS core EMS program will be directed to the DRMS EMR for documenting and response. External communications concerning a site EMS will be directed to the site EMR for documenting and response.

C6.4.3. The appropriate DRMS Directorates will manage external communications originating from regulatory agencies or external requests for information. For example, Freedom of Information Act (FOIA) requests will be coordinated through the Office of Counsel, while regulator information requests concerning third party sites will be coordinated through the DES Installation Management Division. All other information requests from the public pertaining to DRMS operations will be referred to the Public Affairs Office.

C6.4.4. The core environmental policy statement will be made available to the public on the DRMS website (). Core significant aspects will not be communicated to the public per Chapter C3, Environmental Aspects.

C6.4.5. General Processes

C6.4.5.1. The DRMS Director will issue the DRMS environmental policy statement and update it as mission requirements dictate.

C6.4.5.2. The DRMS Director's Office will notify DRMS personnel of changes in governing publications by releasing organizational wide publication update emails.

C6.4.5.3. The DRMS Directorates will coordinate changes in policy specific to their areas of responsibility via policy memorandums and bulletins with the DRMS Director's Office for release in organizational wide emails.

C6.4.5.4. The Corporate Planning and Support Office is responsible for managing the workforce communications program to promote effective employee-management communications and to keep DRMS employees up to date on activity changes.

C6.4.5.5. The Office of Assessment and Compliance is the DRMS point of contact for all outside inspections and audits, including local, state, and federal agency inspections including General Accounting Office (GAO), Inspector General (IG) and Congressional Audits (CA). The Office of Assessment and Compliance will notify the DRMS HQ Management Team when such inspections occur.

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

C6.4.5.6. Responses to notifications received from regulatory agencies, which are enforcement oriented, such as Notice of Violation (NOV), summons and complaint, etc., will be coordinated through the Office of Assessment and Compliance and the Office of Counsel. DRMS field locations that receive such notifications will also coordinate responses with the Host Facility. The Office of Assessment and Compliance will include information concerning identified violations, corrective actions and responses to regulators in briefings to the DRMS HQ Management Team.

C6.4.5.7. The Directorate of Customer Products and Services (DLIS-V) in the Defense Logistics Agency is responsible for coordinating responses to requests for information requested through the Freedom of Information act (FOIA). DLIS-V coordinates the response through the appropriate offices in DRMS including the Office of Counsel.

C6.4.5.8. The Public Affairs Office (PAO) is responsible for managing all external communications to the community and media. The PAO notifies the DRMS EMR and the appropriate site EMR when communications concerning the DRMS EMS occur. The PAO coordinates with the DRMS EMR and site EMRs when necessary to provide a coordinated response to inquiries concerning the DRMS/Site EMS programs.

C6.4.5.9. The Public Affairs Office is responsible for providing general EMS awareness information to personnel through the internal informational program.

C6.4.5.10. The Office of Business Support (DRMS-BA) acts as a liaison between DLA and DRMS in the maintenance of all DRMS regulatory publications.

C6.4.5.11. The Hazardous Waste and Scrap Policy Branch (DRMS-BCP) is responsible for reviewing changes to Federal Regulations ensuring DRMS regulations, instructions, policies and guidance are consistent with regulatory requirements. BCP provides revisions, as necessary, to DRMS-BA for posting to the appropriate DoD, DLA or DRMS manual/instruction.

C6.4.5.12. The DLA Enterprise Support Office (DES-W) in Battle Creek, MI, shall coordinate with the Office of Counsel and the Office of Public Affairs when coordinating actions relating to third party sites.

C6.4.5.13. The DRMS EMR will report external communications concerning the EMS program to the DRMS HQ Management Team as part of quarterly EMS reviews. The DRMS EMR will document external communications concerning the core EMS by maintaining a copy of the inquiry in an external communications file. The DRMS EMR will respond to external communications concerning the DRMS core EMS.

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

C6.4.5.14. The FST EMR will report external communications concerning the FST EMS program to the FST Chief as part of quarterly EMS reviews.

C6.4.5.15. The site EMR will report external communications concerning their site EMS program to the Area Manager or their designee as part of quarterly EMS reviews. The site EMR will document external communications concerning the siteEMS by maintaining a copy of the inquiry in an EMS external communications file. The Site EMR will respond to external communications concerning their site's EMS. The Site EMR may request assistance from the FST and DRMS EMR as needed when drafting a response to an external communication.

C6.4.5.16. Area Managers are responsible for ensuring that personnel they manage are adequately informed and understand the policy, objectives and targets, and the status of the EMS and are provided the information required to effectively perform their work.

C6.4.5.17. All personnel are responsible for ensuring that they have adequate information to effectively perform their work and for staying informed on the status of EMS.

C6.4.6. Local Processes

C6.4.6.1. See site supplement for local processes.

C6.5. **Records**

Record	Responsibility	Storage Location	Min. Retention Time	Disposal Method
Quarterly EMS Management Review	DRMS/EMR Site/EMR	Files	3 years	Shred/Recycle
Internal EMS Communications	DRMS/EMR Site/EMR	DRMS intranet https://www.drms.dla.mil/drms/intranet/index.htm	3 years	Delete
Communications with Regulatory Agencies	Various Offices	Files	X years *	Shred/Recycle
External Communications Record	DRMS EMR/SiteEMR /Office of Public Affairs	Files	X years *	Shred/Recycle
Policy update	DRMS	Computer	3 years	Delete

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notification emails	Director's Office			
Communication Plans	DRMS Director's Office	DRMS intranet https://www.drms.dla.mil/drms/intranet/index.htm	X years *	Delete
DRMS World/Newsletter	Office of Public Affairs	DRMS intranet https://www.drms.dla.mil/drms/intranet/index.htm	X years *	Delete
Additional Local Records	Responsibility	Storage Location	Min. Retention	Additional Local Records
See site supplement for additional local records				

* Refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005. For EMS file series 238.01, Environmental Quality Series, refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005, for actual retention times and disposal methods.

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C7. EMS DOCUMENTATION (ISO 14001 SUB CLAUSE 4.4.4)

C7.1. Purpose

C7.1.1. Provide personnel with current EMS program documentation required by ISO 14001 and this EMS through an intranet website.

C7.2. Referenced documents

C7.2.1. General References

C7.2.1.1. ISO 14001:2004(E) – Link requires DENIX password
https://www.denix.osd.mil/denix/DOD/Library/EMS/ISO14001_2004.pdf

C7.2.1.2. Executive Order 13148, Greening the Government Through Leadership in Environmental Management, Federal Register Vol. 65, No. 81, Wednesday, April 26, 2000
<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C7.2.1.3. DoD Environmental Management System (EMS) Self Declaration Policy
<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C7.2.1.4. Defense Logistics Agency Environmental Management System Policy
<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C7.2.1.5. DRMS-I 6050.2, Environmental Management System Core Instruction

C7.2.1.6. DRMS Environmental Policy Statement
<https://www.drms.dla.mil/newenv/documents/Environmental%20Policy%20Statement%203-14-06.pdf>

C7.2.1.7. DRMS Core Significant Aspects
<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C7.2.1.8. DRMS Core Objectives and Targets
<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C7.2.1.9. EMS Core Instruction Site Supplements
<https://today.dla.mil/des/ems/>

C7.2.1.10. Chapter 5, Competence, Training and Awareness

C7.2.1.11. Chapter 10, Operational Control

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

C7.2.1.12. Chapter 11, Legal and Other Requirements

C7.2.1.13. Chapter 12, Monitoring and Measurement

C7.2.1.14. Chapter 14, Evaluation of Compliance

C7.2.1.15. Chapter 15, Nonconformity, Corrective Action and Preventive
Action

C7.2.1.16. Chapter 13, Internal Review

C7.2.1.17. Chapter 17, Management Review

C7.2.2. Local References

C7.2.2.1. See site supplement for local references.

C7.3. Responsibilities

C7.3.1. DRMS EMR

C7.3.2. FST EMR

C7.3.3. Site EMR

C7.3.4. Business Support Office

C7.3.5. Document Control Specialist

C7.4. Process

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

C7.4.1. This instruction provides guidance concerning each element of the DRMS EMS and provides top level direction. The current version of DRMS-I 6050.2 will be maintained on the DRMS intranet () and the local supplements made by each appropriate facility will be maintained by the site EMR.

C7.4.2. This instruction, in combination with the site supplements and the documents/records cited within document the environmental policy, objectives, targets, scope, main elements and their interaction within the DRMS EMS. ISO 14001:2004(e) documentation requirements are satisfied through the identification of EMS records and host EMS documents in the records table at the end of each chapter of this instruction and each site supplement. Documents including references required to ensure the effective planning, operation and control of processes that relate to DRMS significant aspects are identified in Chapter 10, Operational Control, and in Chapter 11, Legal and Other Requirements.

C7.4.3. Unique site documentation requirements are identified in tables at the end of each chapter of the site supplement. A reference to tables identifying supporting EMS documentation in this Instruction and site supplements is provided below.

Type of Record identified	Chapter	Paragraph
Roles, Responsibilities, Authority	C1. Resources, Roles, Responsibilities, Authority	C1.5. <i>and site supplement S1.5.</i>
EMS/Environmental Policy	C2. Environmental Policy	C2.5. <i>and site supplement S2.5.</i>
Aspects	C3. Environmental Aspects	C3.5. <i>and site supplement S3.5.</i>
Objectives and Targets	C4. Objectives, Targets and Programs	C4.5. <i>and site supplement S4.5.</i>
Training and Awareness	C5. Competence, Training and Awareness	C5.5. <i>and site supplement S5.5.</i>
EMS communications	C6. Communication	C6.5. <i>and site supplement S6.5.</i>
EMS Documentation	C7. EMS Documentation	C7.5. <i>and site supplement S7.5.</i>
Document Control	C8. Control of Documents	C8.5. <i>and site supplement S8.5.</i>
Record Control	C9. Control of Records	C9.5. <i>and site supplement S9.5.</i>
Operational Controls	C10. Operational Control	C10.5. <i>and site supplement S10.5.</i>
Legal and Other Requirements	C11. Legal and Other Requirements	C11.5. <i>and site supplement S11.5.</i>

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

Calibration/process control	C12. Monitoring and Measurement	C12.5. <i>and site supplement S12.5.</i>
Internal Review	C13. Internal Review	C13.5. <i>and site supplement S13.5.</i>
Compliance	C14. Evaluation of Compliance	C14.5. <i>and site supplement S14.5.</i>
Corrective and Preventive Action	C15. Nonconformity, Corrective Action and Preventive Action	C15.5. <i>and site supplement S15.5.</i>
Emergency Preparedness	C16. Emergency Preparedness and Response	C16.5. <i>and site supplement S16.5.</i>
Management Review	C17. Management Review	C17.5. <i>and site supplement S17.5.</i>

C7.4.4. Access to additional documentation in the form of publications, standard operating procedures, policy letters, general orders, and newsletters/communiqués is available through the DRMS intranet and the internet.

C7.4.5. General Processes

C7.4.5.1. The DRMS EMR and/or representative will complete an annual review of and make revisions to the EMS core instruction. No other person is authorized to make changes to the EMS core instruction. The DRMS EMR will coordinate changes to the EMS core instruction through the document control specialist. The annual review will be documented and maintained as a record. Site EMRs will be notified of changes to the EMS core instruction via email.

C7.4.5.2. The DRMS EMR will solicit input from the core EMS team, FST and site EMRs for updates to the EMS core instruction each April. Field level activities may request changes to the EMS core instruction through the FST EMR. Changes to the EMS core instruction may be requested by field level activities through their FST EMR at any time in response to significant new requirement based on changing mission requirements, regulatory guidance or other significant events.

C7.4.5.3. The FST EMR will consolidate site EMR suggestions for changes to the EMS core instruction and forward the suggestions to the DRMS EMR on a schedule identified by the DRMS EMR.

C7.4.5.4. Site EMRs will review/revise EMS core instruction site supplements annually in June as scheduled by the DRMS EMR. Reviews/revisions will focus on insuring that each site supplement demonstrates local adaptation of DRMS core EMS elements and current references to state, local and host regulatory/EMS requirements. Following their annual review, site EMRs will provide copies of their

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revised local EMS core instruction site supplements to the DRMS EMR for posting to the DLA EMS intranet site (<https://today.dla.mil/des/ems/>). The annual review will be documented and maintained as a record.

C7.4.5.5. A Document Control Specialist assigned to the Business Support Office (BA), will maintain the current version of this Instruction on the DRMS intranet <https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm>. Copies of this Instruction printed from the intranet location will clearly indicate that “printed copies of this document may not be the current version”.

C7.4.6. Local Processes

C7.4.6.1. See site supplement for local processes.

C7.5. **Records**

Record	Responsibility	Storage Location	Min. Retention Time	Disposal Method
DRMS-I 6050.2, EMS Core Instruction	Document Control Specialist	DRMS intranet https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm	Until superseded	Delete
DRMS-I 6050.2 Core Instruction review record	DRMS EMR	EMS file	3 years	Shred/Recycle
Site Supplement to DRMS-I 6050.2	Site EMRs	Files	Until superseded	Shred/Recycle
Site Supplement review record	Site EMR	EMS file	3 years	Shred/Recycle
Record	Responsibility	Storage Location	Min. Retention Time	Disposal Method
See site supplement for				

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

additional local records.				
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* Refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005. For EMS file series 238.01, Environmental Quality Series, refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005, for actual retention times and disposal methods.

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

C8. CONTROL OF DOCUMENTS (ISO 14001 SUB CLAUSE 4.4.5)

C8.1. Purpose

C8.1.1. To establish and maintain methods for controlling documents within the EMS to ensure that personnel are using current information when performing their work.

C8.2. Referenced documents

C8.2.1. General References

C8.2.1.1. DoD Directives, Instructions, Publications and Administrative Instructions <http://www.dtic.mil/whs/directives/>

C8.2.1.2. DLA One Book (DLAD 5025.30), Policies, Processes, and Procedures

C8.2.1.3. DLISI -5000.1, Records/Visual Information/Publications/Forms Procedures www.drms.dla.mil/publications/gen/I5000.1.pdf

C8.2.1.4. HQ DLA/DES-E Files Maintenance and Disposition Plan, April 2005

C8.2.1.5. DRMS Publications, Standard Operating Procedures, Policy Letters <https://www.drms.dla.mil/drms/intranet/index.htm>

C8.2.1.6. DRMS Forms, DRMS network M:\Forms\DRMS

C8.2.1.7. Status of Forces Agreements (overseas locations)

C8.2.1.8. Final Governing Standards (overseas locations)

C8.2.1.9. Overseas Environmental Baseline Guidance Document (overseas locations)

C8.2.1.10. BASEL/International Agreements (overseas locations)

C8.2.1.11. Host Nation Laws (overseas locations)

C8.2.1.12. Chapter 11, Legal and other Requirements

C8.2.1.13. Chapter 6, Communication

C8.2.2. Local References

C8.2.2.1. See site supplement for local references.

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

C8.3. Responsibilities

- C8.3.1. DRMS HQ
- C8.3.2. DRMS Directorates
- C8.3.3. Records Management Officer
- C8.3.4. DLIS-RA
- C8.3.5. DRMS EMR
- C8.3.6. Site EMR

C8.4. Process

C8.4.1. Procedures and responsibilities for writing/revising DRMS operational directives/instructions are described in attachment 3 of DLIS Instruction 5000.1. DRMS operational directives/instructions are kept current by following the review schedule and procedures in the DLA One Book (DLAD 5025.30).

C8.4.2. DRMS does not control documents from external sources. Website links to offices such as the Government Printing Office and specific agencies such as the Environmental Protection Agency that maintain documents relevant to this EMS are provided in the reference section of each chapter to provide personnel with access to the current version of pertinent external documents.

C8.4.3. Key documents used to satisfy EMS documentation requirements such as EMR appointment memorandums, EMS core instruction, and site supplements to the EMS core instruction are maintained either on the DRMS intranet <https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm> or in the site EMR's files. Controlled EMS documents are maintained on the DRMS intranet. Documents printed from the DRMS EMS intranet will be uncontrolled copies labeled with the statement "NOTE: Printed copies of this document may not be the current version. Refer to the EMS portion of the DRMS intranet for the current version."

C8.4.4. General Processes

C8.4.4.1. DRMS HQ will review all proposed directives/instructions initiated within DRMS.

C8.4.4.2. DRMS Directorates are responsible for initiating proposed directives/instructions within their functional area of responsibility.

C8.4.4.3. DRMS Directorates are responsible for developing and approving

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documents such as policy letters, standard operating procedures, forms, checklists, etc. used within or required by their departments. DRMS Directorates are required to participate in a review of regulations and instructions every two years. Updates to documents such as regulations and instructions are accomplished by completing Enclosure 3 of DLIS I 5000.1 and coordinating the request through DRMS-BA. Changes to regulatory guidance will be communicated per Chapter 6, Communication.

C8.4.4.4. The Records Management Officer exercises staff supervision over the DRMS records management program activities and maintains compliance with the requirements of the DLA One Book, DLAD 5025.30 .

C8.4.4.5. DLIS-RA maintains current versions of Department of Defense (DoD), Defense Logistics Agency (DLA) and Defense Reutilization and Marketing Service Forms (DRMS) on the DRMS server's M drive.

C8.4.4.6. The DRMS EMR and/or their representative will coordinate the posting of new or updated EMS documents to the DRMS intranet and DLA EMS websites as appropriate.

C8.4.4.7. Site EMRs will coordinate with the FST EMR for posting of updated EMS required documents to the DLA EMS website (<https://today.dla.mil/des/ems/>).

C8.4.4.8. Personnel are informed of new or updated documents using procedures identified in Chapter 6 Communications.

C8.4.4.9. Obsolete EMS documents required for the DRMS EMS posted on the DRMS intranet or to the DLA EMS website (<https://today.dla.mil/des/ems/>) will be archived in an electronic format and retained for 1 year. The archived documents will not be available on the DRMS intranet.

C8.4.4.10. Field activities may retain obsolete documents clearly marked as "OBSOLETE" for reference use as needed.

C8.4.5. Local Processes

C8.4.5.1. See site supplement for local processes.

C8.5. Records

Record	Responsibility	Storage Location	Min. Retention Time	Disposal Method
HQ DRMS level EMS Archived	DRMS EMR	Computer	1 year	Delete

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

**DRMS-I 6050.2, Environmental Management System
Chapter 8, Control of Documents**

Documents				
FST level EMS Archived Documents	FST EMR	Computer	1 year	Delete
Site level EMS Archived Documents	Site EMR	Computer	1 year	Delete
Training	Training Coordinator/DTC	Files/LMS	X years *	Shred/Recycle
DRMS Forms 1712,1713, 1943 and/or 2000 (Where applicable)	Area Manager/designee	Files	X years *	Shred/Recycle
Part B/90 day storage site records (where applicable)	Area Manager/designee	Files	X years *	Shred/Recycle
Record	Responsibility	Storage Location	Min. Retention Time	Disposal Method
See site supplement for additional local records.				

*Refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005. For EMS file series 238.01, Environmental Quality Series, refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005, for actual retention times and disposal methods.

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

C9. CONTROL OF RECORDS (ISO 14001 SUBCHAPTER 4.5.4)

C9.1. Purpose

C9.1.1. To establish methods for maintaining records that document evidence of conforming to the requirements of the EMS and compliance with legal requirements.

C9.2. Referenced documents

C9.2.1. General References

C9.2.1.1. 29 Code of Federal Regulations – Labor

<http://www.gpoaccess.gov/cfr/index.html>

C9.2.1.2. 36 Code of Federal Regulations, Chapter XII, “National Archives and Records Administration”, Subchapter B, “Records Management”

http://www.archives.gov/about_us/regulations/part_1222.html#partb

C9.2.1.3. 40 Code of Federal Regulations – Protection of Environment

<http://www.gpoaccess.gov/cfr/index.html>

C9.2.1.4. 49 Code of Federal Regulations – Transportation

<http://www.gpoaccess.gov/cfr/index.html>

C9.2.1.5. Title 44 United States Code, Public Printing and Documents, Chapters 29, 31, 33 and 35. <http://www.access.gpo.gov/uscode/title44/title44.html>

C9.2.1.6. DoD Directives, Instructions, Publications and Administrative Instructions <http://www.dtic.mil/whs/directives/>

C9.2.1.7. DoD 5015.2, DoD Records Management Program

<http://www.dtic.mil/whs/directives/corres/html/50152.htm>

C9.2.1.8. DoD 5015.2-STD, DoD Design Criteria Standard for Electronic Records Management Software Applications

<http://www.dtic.mil/whs/directives/corres/html/50152std.htm>

C9.2.1.9. DLA One Book (DLAD 5025.30), Policies, Processes, and Procedures are located at:

C9.2.1.10. DLA Records Schedule April 2005 <https://today.dla.mil/J-6/Records/documents/DLA%20Records%20Schedule%20Apr%2004.doc>

C9.2.1.11. DLA/DES-E Files Maintenance and Disposition Plan, April 2005 <https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

C9.2.1.12. DLISI 5000.1, Records/Visual Information/Publications/Forms Procedures www.drms.dla.mil/publications/gen/I5000.1.pdf

C9.2.1.13. DRMS Publications, Standard Operating Procedures, Policy Letters <https://www.drms.dla.mil/drms/intranet/index.htm>

C9.2.1.14. Status of Forces Agreements (overseas locations)

C9.2.1.15. Final Governing Standards (overseas locations)

C9.2.1.16. Overseas Environmental Baseline Guidance Document (overseas locations)

C9.2.1.17. BASEL/International Agreements (overseas locations)

C9.2.1.18. Host Nation Laws (overseas locations)

C9.2.1.19. European Agreement Concerning International Carriage of dangerous Goods by Road (ADR) (European locations)
<http://www.unece.org/trans/danger/publi/adr/pubdet.htm>

C9.2.1.20. Records required by the ISO 14001:2004(e) standard

C9.2.1.20.1. Training Records

C9.2.1.20.2. Monitoring and Measuring Records

C9.2.1.20.3. Calibration Records

C9.2.1.20.4. Audit Records

C9.2.1.20.5. Management Review Records

C9.2.2. Local References

C9.2.2.1. See site supplement for local references.

C9.3. Responsibilities

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

C9.3.1. DRMS EMR

C9.3.2. FST EMR

C9.3.3. Training Coordinator

C9.3.4. Area Manager

C9.3.5. Site EMR

C9.4. **Process**

C9.4.1. Maintain records in a manner that enables the EMR to locate and provide evidence that the location where the EMR is assigned is meeting the requirements of ISO 14001 and this EMS. All records should be readily accessible and legible. The storage method used should (1) maintain records in a legible state, (2) clearly identify the records, (3) make records traceable and (4) make records ready accessible.

C9.4.2. General Processes

C9.4.2.1. The DRMS EMR is responsible for ensuring a mechanism is in place for the identification, storage, protection, retrieval, retention and disposal of the following EMS HQ DRMS level records: (1) audit records, (2) management review records and (3) monitoring and measuring records.

C9.4.2.2. The DRMS EMR will coordinate with other DLA tenant activities and the host activity through the host EMS program to identify records to support mutual requirements such as those records used to demonstrate compliance with host permits used at the HDI Federal Center for the operations of the DRMS HQ.

C9.4.2.3. The FST EMR is responsible for ensuring a mechanism is in place for the identification, storage, protection, retrieval, retention and disposal of FST level EMS required by this instruction.

C9.4.2.4. The Training Coordinator is responsible for ensuring a mechanism is in place for the identification, storage, protection, retrieval, retention and disposal of training records.

C9.4.2.5. The Area Manager is responsible for ensuring a mechanism is in place for the identification, storage, protection, retrieval, retention and disposal of records required by this instruction including (1) calibration records for environmentally related equipment such as scales, radiation detectors and environmental monitoring devices at their site and (2) permits required by Federal, State and Local Regulators for operations at their facility and (3) records required to demonstrate compliance with Federal, State and Local requirements.

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

C9.4.2.6. The site EMR is responsible for ensuring a mechanism is in place for the identification, storage, protection, retrieval, retention and disposal of records required by this instruction including (1) EMS review records, (2) management review/briefing records, (3) corrective and preventive actions, (4) monitoring and measuring records, (5) local targets and objectives and (6) local action plans. Files that are specific to EMS requirements, i.e. those files that are not already covered under existing file plans, will be filed using the 238.01 file series per the current DLA/DES-E Files Maintenance and Disposition Plan.

C9.4.2.7. The site EMR will coordinate with other DLA tenant activities and the host activity through the host EMS program to identify records to support mutual requirements such as those required to demonstrate compliance with host permits used for DRMS site operations.

C9.4.3. Local Processes

C9.4.3.1. See site supplement for local processes.

C9.5. **Records**

Record	Responsibility	Storage Location	Min. Retention Time	Disposal Method
HQ DRMS EMS audit/review, management review, monitoring & measuring records	DRMS EMR	Files	3 years	Shred/Recycle
FST management review record	FST EMR	Files	3 years	Shred/Recycle
Site EMS audit/review, management review, monitoring & measuring records	Site EMR	Files	3 years	Shred/Recycle
Training Records	Training Coordinator/DTC	Files	X years *	Shred/Recycle
Calibration /Certification records of scales, radiation detectors, etc.	Process Owner	Files	X years *	Shred/Recycle
Inspection Logs such as DRMS 1713 and 2000	Area Manager/designee	Files	X years *	Shred/Recycle
Records for hazardous waste/material such as manifests, shipping documents, hazardous waste log, etc.	Area Manager/designee	Files	X years *	Shred/Recycle
Federal, State, locally required	Area	Files	X years *	Shred/Recycle

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**DRMS-I 6050.2, Environmental Management System
Chapter 9, Control of Records**

Permits	Manager/designee			
Additional Local Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
See site supplement for additional local records.				

* Refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005. For EMS file series 238.01, Environmental Quality Series, refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005, for actual retention times and disposal methods.

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

C10. OPERATIONAL CONTROL (ISO 14001 SUB CLAUSE 4.4.6)

C10.1. Purpose

C10.1.1. The purpose of this element of the EMS is to develop, maintain, and document operating procedures for work associated with potentially high priority impacts identified by the EMS. This element ensures that controls are implemented so that mission, policy directives, and objectives and targets are achieved and impacts to the mission and the environment are avoided. Collaboration with host and other DLA tenants concerning operational procedures enhances interoperability of this EMS.

C10.2. Referenced documents

C10.2.1. General References

C10.2.1.1. 29 Code of Federal Regulations – Labor

C10.2.1.2. 40 Code of Federal Regulations – Protection of Environment

C10.2.1.3. 49 Code of Federal Regulations – Transportation

C10.2.1.4. DoD Directives, Instructions, Publications and Administrative Instructions <http://www.dtic.mil/whs/directives/>

C10.2.1.5. DLA One Book (DLAD 5025.30), Policies, Processes, and Procedures

C10.2.1.6. DRMS Publications, Standard Operating Procedures, Policy Letters <https://www.drms.dla.mil/drms/intranet/index.htm>

C10.2.1.7. DRMS Core Significant Aspects
<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C10.2.1.8. DRMS Core Objectives and Targets
<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C10.2.1.9. Aspect Identification and Prioritization Process, Office of Federal Environmental Executive
http://www.ofee.gov/ems/training/Aspects_Planning_Process.pdf

DRMS Environmental Policy Statement

C10.2.1.10. DRMS Core Objectives and Targets
<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C10.2.1.11. Status of Forces Agreements (overseas locations)

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

C10.2.1.12. Final Governing Standards (overseas locations)

C10.2.1.13. Overseas Environmental Baseline Guidance (overseas locations)

C10.2.1.14. BASEL/International Agreements (overseas locations)

C10.2.1.15. Host Nation Laws (overseas locations)

C10.2.1.16. European Agreement Concerning International Carriage of Dangerous Goods by Road (ADR) (European locations)
<http://www.unece.org/trans/danger/publi/adr/pubdet.htm>

C10.2.1.17. Chapter 13, Internal Review

C10.2.1.18. Chapter 8, Control of Documents

C10.2.2. Local References

C10.2.2.1. See site supplement for local references.

C10.3. Responsibilities

C10.3.1. DRMS Directorates

C10.3.2. Core EMS team

C10.3.3. Hazardous and Scrap Policy Branch

C10.3.4. DES Safety and Health (DES -WRH)

C10.3.5. Internal Reviewers

C10.3.6. Supervisors

C10.3.7. Office of Contracting

C10.3.8. Site EMR

C10.4. Process

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

C10.4.1. The DRMS Directorates, in coordination with their Core EMS team member, identify operations within their areas that are associated with the DRMS core significant aspects (<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>) and DRMS core objectives and targets (<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>) that require operational controls.

C10.4.2. General Processes

C10.4.2.1. DRMS maintains documented organizational procedures and operating criteria to control situations where their absence could lead to deviation from DRMS's environmental policy, objectives and targets. The documented organizational procedures are contained in DRMS publications, standard operating procedures, and policy letters (<https://www.drms.dla.mil/drms/intranet/index.htm>). DRMS adheres to documented procedures required by Federal regulatory agencies produced in the form of Codes of Federal Regulations (<http://www.gpoaccess.gov/cfr/index.html>). DRMS also adheres to operating procedures contained in DOD Directives, Instructions, Publications and Administrative Instructions (<http://www.dtic.mil/whs/directives/>) and Defense Logistics Agency DLA One Book (DLAD 5025.30), Policies, Processes, and Procedures ().

C10.4.2.2. Documented operational controls are created when current DOD, DLA, DRMS or regulator guidance is not available or sufficient to ensure that deviations from environmental policy, safety policy or support of EMS aspects or associated EMS objectives and targets will not occur. The creation of new or unique operational controls may be warranted based on a change in mission, environmental or safety based regulatory requirements, process or due to technological innovation.

C10.4.2.3. In response to a change in mission, process or technological innovation that has the potential to impact core significant aspects, the DRMS Directorates whose functions are potentially impacted will:

C10.4.2.4. Review current controls to determine if they are appropriate to the change in circumstances.

C10.4.2.5. If current controls are not appropriate, DRMS Directorates develop controls that are appropriate to the type and magnitude of the change in risk including specific operating and/or maintenance criteria.

C10.4.2.6. In response to a change in environmental regulatory requirements, the Hazardous and Scrap Policy Branch (DRMS-BCP) will:

C10.4.2.6.1. Review current controls to determine if they are appropriate to the change in circumstances.

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C10.4.2.6.2. If current controls are not appropriate, DRMS-BCP will develop and implement policy to provide an appropriate control.

C10.4.2.7. In response to a change in regulatory requirements dealing with safety, the Safety and Health Division (DES-WS) will:

C10.4.2.7.1. Review the appropriateness of current controls in relation to changes in regulatory requirements.

C10.4.2.8. If current controls are not appropriate, DES-WS will develop and implement policy to provide an appropriate control. New operational controls will be disseminated using procedures in Chapter 6, Communication. Supervisors are responsible to ensure employees and contract employees are trained on new operational controls. DRMS contracts require contractors and subcontractors to be aware of operational controls in place at DRMS facilities required by Federal, State, Local, DOD, DLA and DRMS rules, regulations and instructions.

C10.4.2.9. Site EMRs will identify operations at their site that potentially impact the Host Facility's EMS/aspects and insure that controls are in place to address those operations.

C10.4.3. Local Processes

C10.4.3.1. See site supplement for local processes.

C10.5. **Records**

General Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
EMS Internal Review	EMR	Files	3 years	Shred/recycle
DRMS Contracts	Contracting Office	Files	X years *	Shred/recycle
Training Records	Area Manager/designee	Files/LMS	X years*	Shred/Recycle/and or Delete
Host Emergency Preparedness Plan	Area Manager/designee	Files	X years*	Shred/Recycle/and or Delete
Installation Hazardous Waste Management Plan	Area Manager/designee	Files	X years*	Shred/Recycle/and or Delete

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

Host Spill Prevention Control and Countermeasure Plan (SPCCP)	Area Manager/designee	Files	X years*	Shred/Recycle/and or Delete
DRMS Forms 1712, 1713, 1943 and 2000 as applicable	Area Manager/designee	Files	X years*	Shred/Recycle/and or Delete
Additional Local Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
See site supplement for additional local records.				

* Refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005. For EMS file series 238.01, Environmental Quality Series, refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005, for actual retention times and disposal methods.

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

C11. LEGAL AND OTHER REQUIREMENTS (ISO 14001 SUBCHAPTER 4.3.2)

C11.1. Purpose

C11.1.1. The purpose of this chapter is to:

C11.1.1.1. Establish and maintain a procedure to identify all relevant legal and internal requirements applicable to the significant aspects of operations at DRMS facilities,

C11.1.1.2. Ensure access to requirements is readily available, and

C11.1.1.3. Effectively communicate requirements to those responsible for compliance

C11.2. Referenced documents

C11.2.1. General References

C11.2.1.1. 29 Code of Federal Regulations – Labor

<http://www.gpoaccess.gov/cfr/index.html>

C11.2.1.2. 40 Code of Federal Regulations – Protection of Environment

<http://www.gpoaccess.gov/cfr/index.html>

C11.2.1.3. 49 Code of Federal Regulations – Transportation

<http://www.gpoaccess.gov/cfr/index.html>

C11.2.1.4. US Environmental Protection Agency Laws and Regulations

<http://www.epa.gov/epahome/lawregs.htm>

C11.2.1.5. Occupational Safety & Health Administration <http://www.osha.gov/>

C11.2.1.6. Resource Conservation and Recovery Act (RCRA) – Online

<http://www.epa.gov/rcraonline>

C11.2.1.7. Toxic Substances Control Act (TSCA)

<http://www.epa.gov/region5/defs/html/tsca.htm>

C11.2.1.8. Clean Water Act (CWA)

<http://www.epa.gov/region5/water/cwa.htm>

C11.2.1.9. Department of Transportation, Office of Hazardous Materials Safety <http://hazmat.dot.gov/>

C11.2.1.10. State environmental websites links

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

<http://www.caprep.com/stagency.htm>

C11.2.1.11. Hazardous Technical Information Service (HTIS)

<http://www.dscr.dla.mil/htis/htis.htm>

C11.2.1.12. Defense Environmental Network and Information Exchange (DENIX) <https://www.denix.osd.mil/>

C11.2.1.13. DoD Directives, Instructions, Publications and Administrative Instructions <http://www.dtic.mil/whs/directives/>

C11.2.1.14. DLA One Book (DLAD 5025.30), Policies, Processes, and Procedures

C11.2.1.15. DRMS Publications, Standard Operating Procedures, Policy Letters <https://www.drms.dla.mil/drms/intranet/index.htm>

C11.2.1.16. Chapter 3, Environmental Aspects

C11.2.1.17. Chapter 5, Competence, Training and Awareness

C11.2.1.18. Chapter 8, Control of Documents

C11.2.1.19. Chapter 6, Communication

C11.2.1.20. Overseas Environmental Baseline Guidance Document (overseas locations)

C11.2.1.21. Final Governing Standards (overseas locations)

C11.2.1.22. Status of Forces Agreements (overseas locations)

C11.2.1.23. BASEL/International Agreements (overseas locations)

C11.2.1.24. Host Nation Laws (overseas locations)

C11.2.1.25. European Agreement Concerning International Carriage of Dangerous Goods by Road (ADR) (European locations)
<http://www.unece.org/trans/danger/publi/adr/pubdet.htm>

C11.2.2. Local References

C11.2.2.1. See site supplement for local references.

C11.3. **Responsibilities**

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

C11.3.1. Hazardous and Scrap Policy Branch

C11.3.2. Defense Logistics Agency Training Center (DTC)

C11.3.3. Office of Counsel

C11.3.4. Office of Assessment and Compliance

C11.3.5. DES Safety and Health Division

C11.3.6. Supervisors

C11.3.7. DRMS Personnel

C11.4. **Process**

C11.4.1. DRMS considers its operational responsibilities (e.g. hazardous waste disposal, permitted facility operation, shipment of hazardous materials, operational permits, scrap yard operation, etc.) and subsequent EMS significant aspects when identifying legal requirements. Legal requirements are identified through reference in guidance documents such as regulations, manuals, instructions, and standard operating procedures issued by higher level activities such as the Defense Logistics Agency and the Department of Defense. Legal requirements are also identified directly in instances where permits are issued for a regulated activity such as the operation of a hazardous waste storage facility or as part of a Storm Water Pollution Prevention Program. DRMS provides additional guidance in identifying legal requirements in the form of publications, standard operating procedures and guidance documents that address regulated activities. Legal requirements are identified to appropriate personnel through required competency training identified in job descriptions that include courses such as those that cover the Department of Transportation and Resource Conservation and Recovery Act requirements.

C11.4.2. Operations at DRMS facilities are required to follow all relevant Federal, State, and local laws and regulations concerned with the environment and occupational safety. Overseas locations must also follow the requirements of Host Nation laws, International Agreements, Status of Force Agreements, Final Governing Standards and Overseas Environmental Baseline Guidance Documents. Legal and other regulatory requirements will be included as a consideration when identifying and prioritizing core and site aspects. Compliance with legal and other requirements is crucial to the successful execution of the DRMS mission and support of our customers. Failure to comply with legal and other requirements may result in mission degradation due to notices of violation, fines, environmental damage, interruption of mission support activities and poor public image.

C11.4.3. Actual legal and other internal requirements relevant to occupational safety and the environmental operations of DRMS facilities are included in the relevant Codes of

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Federal Regulations cited in references or are referenced in the Department of Defense, Defense Logistics Agency and DRMS regulations and guidance that govern DRMS operations. Access to legal and other requirements from third party sources is maintained through the official websites of the regulatory agencies noted in the general reference section of each chapter of this instruction. Official websites of regulatory agencies will be the final source for current legal requirements information. DRMS will make no attempt to maintain current third party legal requirement source documents. Access to Internal sources of information on legal requirement such as DRMS publications, standard operating procedures and policy letters will be maintained via the DRMS intranet using links provided in the general reference section of each chapter.

C11.4.4. All employees are required to be aware of environmental, health and safety regulations that pertain to their duties. Basic and reoccurring training will be provided to personnel per Chapter 5, Competence, Training and Awareness. Employees will be made aware of relevant regulatory changes during reoccurring environmental protection and hazardous materials courses provided by the Defense Logistics Agency Training Center (DTC).

C11.4.5. Employees will make an individual effort to be aware of changes to regulatory requirements relevant to their responsibilities by regularly consulting the following resources:

C11.4.5.1. Hazardous Technical Information Service

C11.4.5.2. State Environmental Websites

C11.4.5.3. United States Environmental Protection Agency Websites such as RCRA, TSCA, and CWA

C11.4.5.4. United States Department of Transportation, Office of Hazardous Materials Safety Website

C11.4.5.5. Occupational Safety & Health Administration

C11.4.5.6. Defense Environmental Network and Information Exchange Website

C11.4.5.7. Department of Defense Website

C11.4.5.8. Defense Logistics Agency Website

C11.4.5.9. Defense Reutilization and Marketing Service Website

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C11.4.6. General Processes

C11.4.6.1. The Hazardous and Scrap Policy Branch (DRMS-BCP) is responsible for staying current with environmental regulations for DRMS. DRMS-BCP reviews Federal regulatory changes relevant to DRMS operations that are posted in the Federal Register and/or reported on by an environmental compliance subscription service. DRMS-BCP reviews changing requirements and determines if current policies and/or procedures need to be changed to accommodate the regulatory changes. If changes are required to DRMS regulatory guidance, DRMS-BCP will follow the procedures in Chapter 8, Control of Documents. Changes to regulatory guidance will be communicated per the procedures in Chapter 6, Communication.

C11.4.6.2. The Defense Logistics Agency Training Center (DTC) is responsible for updating recurring environmental protection and hazardous materials training courses such as the Resource Conservation and Recovery Act, Department of Transportation, and Safety and Health for Handlers of Hazardous material and Hazardous Waste courses to include relevant regulatory changes.

C11.4.6.3. The Office of Counsel (DRMS-G) provides advisory and representational services to field and HQ level Offices and Directorates regarding environmental requirements, liabilities and disputes. DRMS-G assists in resolving disputes on environmental matters, using alternative methods of resolution whenever possible, and advises the field and HQ level Offices and Directorates on the application of environmental law to operational requirements. DRMS-G works to assure that the activity maintains the highest ethical behavior in implementing environmental requirements.

C11.4.6.4. The Office of Assessment and Compliance (DRMS-Q) conducts periodic internal reviews and audits to determine whether standards of internal control are met. DRMS-Q reviews audits by the Government Accounting Office (GAO), Inspector General (IG) and Congress to determine applicability within DRMS and disseminates information with recommendations as appropriate.

C11.4.6.5. The Safety and Health Division (DES-WH) is responsible to keep current with all safety and health regulatory requirements. DES-WH identifies new and/or changed safety and health requirements and updates safety guidance and training. If changes are required to safety guidance, DES-WH will update health and safety guidance per DES requirements.

C11.4.6.6. Supervisors are responsible for ensuring that operations under their direction remain compliant with legal and other requirements.

C11.4.6.7. DRMS personnel whose duties involve environmentally related

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activities regulated by Federal, State or Local regulations are required to be aware of regulations that pertain to their activities.

C11.4.7. Local Processes

C11.4.7.1. See site supplement for local processes.

C11.5. **Records**

General Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
DRMS publications, SOPs, guidance documents	DRMS-BA	DRMS intranet https://www.drms.dla.mil/drms/intranet/index.htm	Removed when it is outdated	Delete
Records for Hazardous waste/material such as manifests, shipping documents, hazardous waste log, etc.	Area Manager/designee	Files	X years*	Shred/Recycle/and or Delete
Inspection logs such as DRMS 1713 and 2000	Area Manager/designee	Files	X years*	Shred/Recycle/and or Delete
Additional Local Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
See site supplement for additional local records.				

* Refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005. For EMS file series 238.01, Environmental Quality Series, refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005, for actual retention times and disposal methods.

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C12. MONITORING AND MEASUREMENT (ISO 14001 SUBCHAPTER 4.5.1)

C12.1. Purpose

C12.1.1. To identify documents and procedures used to monitor and measure on a regular basis the key characteristics of operations that may result in significant environmental impacts and interruptions to mission achievement.

C12.2. Referenced documents

C12.2.1. General References

C12.2.1.1. Federal, State and Locally required permits

C12.2.1.2. Scale calibration requirements as contained in DOD 4160.21M, Chapter 7, paragraph K.3.

C12.2.1.3. Precious metal scales calibration requirements as contained in DRMS-I 4160.14, Section 1, Chapter 2, Paragraph C2.15.6.

C12.2.1.4. Radiation Detector checking and calibration requirements as contained in DRMS-I 4160.14, Section 1, Chapter 3, Paragraph C3.6.

C12.2.1.5. DRMS Core Significant Aspects
<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C12.2.1.6. DRMS Core Objectives and Targets
<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C12.2.1.7. DRMS Core Monitoring and Measuring Matrix
<https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm>

C12.2.1.8. DoD Directives, Instructions, Publications and Administrative Instructions <http://www.dtic.mil/whs/directives/>

C12.2.1.9. DLA One Book (DLAD 5025.30), Policies, Processes, and Procedures

C12.2.1.10. DRMS Publications, Standard Operating Procedures, Policy Letters <https://www.drms.dla.mil/drms/intranet/index.htm>

C12.2.1.11. DES Environment, Safety & Occupational Health Metrics

C12.2.2. Local References

C12.2.2.1. See site supplement for local references.

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

C12.3. Responsibilities

- C12.3.1. DRMS Directorates
- C12.3.2. Corporate Planning and Support Office (DRMS-J)
- C12.3.3. Office of Assessment and Compliance (DRMS-Q)
- C12.3.4. Hazardous and Scrap Policy Branch (DRMS-BCP)
- C12.3.5. DRMS EMR
- C12.3.6. Area Manager
- C12.3.7. Site EMR
- C12.3.8. Contractors

C12.4. Process

C12.4.1. Monitoring and measuring of objectives, targets and key characteristics is an EMS requirement. Monitoring and measuring is used to track and improve the performances of particular processes that could impact the core significant aspects.

C12.4.2. Items that will be monitored and measured include objectives, targets and key characteristics of DRMS operations that may impact the core aspects and the environment.

C12.4.3. Key characteristics to be monitored and measured include (1) routine calibration of gate monitor radiation detectors, (2) the completion of reporting/inspection requirements identified in operational permits such as CSF, 90 day storage and storm water pollution prevention plans, (3) routine calibration of scales used to weigh hazardous waste/material for shipment, (4) completion of Contracting Officer Representative checklist following pickups of hazardous waste and (5) operability checks of safety equipment. Due to operational differences between sites, not all key characteristics listed above may apply to all locations while other locations may add additional site characteristics to address their site specific activities. Site supplements will identify which key characteristics apply to each site.

C12.4.4. Calibration of gate monitor radiation will be accomplished using DRMS-I 4160.14, Section 1, Chapter 3, Paragraph C3.6.4.

C12.4.5. DRMO scales. The DRMO is responsible per DOD 4160.21-M, Chapter 7, to initiate and record action taken to obtain the services of a qualified scale inspector to examine platform, truck and railroad scales at a frequency not less than annually and

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more often if required by State or local laws.

C12.4.6. Military agency/defense agency scales. The host installation is responsible per DOD 4160.21-M for providing calibration procedures, calibrating, maintaining, providing records for scales under their jurisdiction that are used by tenant organizations.

C12.4.7. Precious metal scales shall be calibrated using procedures contained in DRMS-I 4160.14, Section 1, Chapter 2, Paragraph C2.15.6.

C12.4.8. It will be noted in site supplements when equipment used to monitor key characteristics such as scales or gate monitor radiation detectors are the property of the host or are calibrated by the host through a local arrangement. Host programs should include key environmental monitoring equipment in their EMS plans when it is owned or calibrated by host activities but is used to monitor and measure a key characteristic of a tenant.

C12.4.9. General Processes

C12.4.9.1. Each Directorate (Disposition Management, Operations and Customer Support) and Office (Corporate Planning and Support, Counsel, Assessment and Compliance, Contracting, Enterprise Support, Information Systems and Technology) will annually identify in December, on a date arranged by the DRMS EMR, their annual targets and objectives using the procedure in Chapter 4, Objectives, Targets and Programs, to the DRMS EMR and DRMS-Q.

C12.4.9.2. DRMS Directorates are responsible for providing a quarterly update on their progress towards obtaining their objectives and targets to the DRMS EMR for inclusion into the quarterly EMS review presented to the DRMS HQ Management Team.

C12.4.9.3. The Office of Assessment and Compliance (DRMS-Q) performs the corporate level monitoring and measuring function by conducting periodic internal reviews to document adherence to internal controls through the use of the Compliance Assessment Management System (CAMS) and the Compliance Assistance Visit program.

C12.4.9.4. The Hazardous and Scrap Policy Branch (DRMS-BCP) is responsible for submitting required corporate level reports, such as the Measure of Merit (MoM) that monitor environmental metrics to DLA in support of DoD requirements.

C12.4.9.5. The DRMS EMR is responsible for developing and communicating an EMS core Monitoring and Measurement Matrix that identifies monitoring and measurement criteria for core significant aspects, objectives, targets and key characteristics. The DRMS EMR will post the core Monitoring and Measurement

NOTE: Printed copies of this document may not be the current version. Refer to the DRMS internet at (<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm><https://www.drms.dla.mil/drms/intranet/index.htm>) for the current version.

Matrix to the EMS portion of the DRMS EMS intranet ().

C12.4.9.6. The site EMR is responsible for identifying site specific targets and objectives at each appropriate facility using the procedure in Chapter 4, Objectives, Targets and Programs, annually by a date arranged by the DRMS EMR. Site EMRs must consider the host EMS objectives and targets when formulating their site objectives and targets.

C12.4.9.7. The site EMR develops and communicates an EMS monitoring and measurement matrix that identifies monitoring and measurement criteria for significant aspects, objectives, targets and key characteristics that support the core EMS, are appropriate and unique to their site and support the host's EMS plan.

C12.4.9.8. The following list contains examples but is not an exhaustive listing of items that may be monitored and measured at a site depending on its operations: storage facility inspections, submission of EPA/state reports, calibration of equipment such as scales and radiation detectors, inspection of safety items such as fire control systems/emergency eye wash stations/fire extinguishers, hazardous waste container inspection log, environmental training, safety training and accident rates.

C12.4.9.9. Contractors who operate a government facility are responsible for performing monitoring and measuring activities that relate to the execution of their activities.

C12.4.10. Local Processes

C12.4.10.1. See site supplement for local processes.

C12.5. **Records**

Record	Responsibility	Storage Location	Min. Retention Time	Disposal Method
Corporate Monitoring & Measurement Matrix	DRMS EMR	DRMS intranet https://www.drms.dla.mil/drms/intranet/environmental/environmental.htm	3 years	Shred/Recycle
Corporate level environmental deliverables	DRMS-BCP	Files	X years *	Shred/Recycle
Site Monitoring & Measurement	Site EMR	Files	3 years	Shred/Recycle

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**DRMS-I 6050.2, Environmental Management System
Chapter 12, Monitoring and Measurement**

Matrix				
Review/Audit of HQ DRMS EMS	DRMS EMR	Files	3 years	Shred/Recycle
Site EMS Audit	Site EMR	Files	3 years	Shred/Recycle
Quarterly EMS review for HQ DRMS	DRMS EMR	Files	3 years	Shred/Recycle
Quarterly EMS review for FST Management	FST EMR	Files	3 years	Shred/Recycle
Quarterly EMS review for Area Manager/designee	Site EMR	Files	3 years	Shred/Recycle
Safety Equipment Inspection Records	Area Manager/designee	Files	X years *	Shred/Recycle
Biennial report input to host	Area Manager/designee	Files	X years*	Shred/Recycle/and or Delete
Local Weekly/Monthly Inspection Logs – DRMS Forms 1712, 1713 and/or 2000	Area Manager/designee	Files	X years*	Shred/Recycle/and or Delete
Collection Summary, DRMS Form 1729	Area Manager/designee	Files	X years*	Shred/Recycle/and or Delete
Hazardous Property Release Checklist, DRMS Form 1943	Area Manager/designee	Files	X years*	Shred/Recycle/and or Delete
Scale and radiation detector calibration and certification Documents	Area Manager/designee	Files	X years*	Shred/Recycle/and or Delete
Additional Local Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
See site supplement for				

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additional local records.				
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* Refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005. For EMS file series 238.01, Environmental Quality Series, refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005, for actual retention times and disposal methods.

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C13. INTERNAL REVIEW (ISO 14001 SUBCHAPTER 4.5.5)

C13.1. Purpose

C13.1.1. To provide guidance relating to the periodic review of site Environmental Management Systems (EMSs), as described in this EMS instruction. This internal review guidance applies to all EMS programs at appropriate facilities as defined by DRMS. This guidance addresses internal reviews of site EMSs, as distinguished from reviews conducted by third parties not affiliated with the Defense Reutilization and Marketing Service.

C13.2. Referenced documents

C13.2.1. General References

C13.2.1.1. 29 Code of Federal Regulations – Labor
<http://www.gpoaccess.gov/cfr/index.html>

C13.2.1.2. 40 Code of Federal Regulations – Protection of Environment
<http://www.gpoaccess.gov/cfr/index.html>

C13.2.1.3. 49 Code of Federal Regulations – Transportation
<http://www.gpoaccess.gov/cfr/index.html>

C13.2.1.4. DoD Directives, Instructions, Publications and Administrative Instructions
<http://www.dtic.mil/whs/directives/>

C13.2.1.5. DLA One Book (DLAD 5025.30), Policies, Processes, and Procedures

C13.2.1.6. DRMS Publications, Standard Operating Procedures, Policy Letters
<https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm>

C13.2.1.7. Status of Forces Agreements (overseas locations)

C13.2.1.8. Final Governing Standards (overseas locations)

C13.2.1.9. Overseas Environmental Baseline Guidance Document (overseas locations)

C13.2.1.10. BASEL/International Agreements (overseas locations)

C13.2.1.11. Host Nation Laws (overseas locations)

C13.2.1.12. European Agreement Concerning International Carriage of

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Dangerous Goods by Road (ADR) (European locations)
<http://www.unece.org/trans/danger/publi/adr/pubdet.htm>

C13.2.1.13. Compliance Inspection Schedules
<https://www.drms.dla.mil/drms/intranet/compliance/compliance.htm>

C13.2.1.14. Compliance Assistance Management System (CAMS)
<https://www.drms.dla.mil/drms/intranet/compliance/compliance.htm>

C13.2.1.15. Chapter 15, Nonconformity, Corrective Action and Preventive Action Chapter

C13.2.1.16. Chapter 14, Evaluation of Compliance

C13.2.2. Local References

C13.2.2.1. See site supplement for local references.

C13.3. **Responsibilities**

C13.3.1. DLA

C13.3.2. DRMS HQ Management Team

C13.3.3. Office of Assessment and Compliance

C13.3.4. Internal Reviewers

C13.3.5. DRMS EMR

C13.3.6. FST EMR

C13.3.7. Area Manager

C13.3.8. Site EMR

C13.4. **Process**

C13.4.1. DRMS appropriate facilities are covered by the internal review process documented in this chapter.

C13.4.2. Compliance Assistant Visits (CAVs) will be the method used to review a site's EMS program to meet the requirements of ISO14001. CAVs are scheduled at regular intervals by the Office of Assessment and Compliance. EMS review questions will be added to the Compliance Assistance Management System (CAMS) and integrated into CAVs. The Schedule for CAV inspections is available at

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<https://www.drms.dla.mil/drms/intranet/compliance/compliance.htm>.

C13.4.3. Self Assessments (SAs) will be used as a supplemental means to determine EMS conformance between regularly scheduled CAVs. The use of SAs to review EMS programs is not intended to meet ISO 14001 requirements for internal review but is designed to strengthen the overall internal review process by reviewing critical EMS program elements between CAVs.

C13.4.4. Questions used to review the EMS program will be based on current ISO 14001, DOD and DLA requirements and the requirements of this instruction. Questions used to review an EMS will be added to the Compliance Assistance Management System (CAMS) for use in CAVs and quarterly SAs. Questions will be based on each chapter of the EMS manual with every chapter being covered by questions during at least one of the quarterly SAs. The entire EMS program will be reviewed during CAVs. The purpose of internal reviews is to strengthen the EMS programs by identifying non-conformances and using the corrective actions to address the nonconformances as a basis to improve the EMS program. The EMS program effectiveness is optimized when non-conformances are identified and processes are improved. Procedures to handle non-conformances will be addressed in Chapter 15, Nonconformity, Corrective and Preventive Action.

C13.4.5. General Processes

C13.4.5.1. The Defense Logistics Agency or a competent commercial source will develop procedures to train internal reviewers and provide the training to DRMS personnel identified as EMS internal reviewers.

C13.4.5.2. The DRMS HQ Management Team or designee is responsible for reviewing EMS review/audit reports and taking appropriate actions to ensure continual improvements to the EMS and in mission support.

C13.4.5.3. The Office of Assessment and Compliance (DRMS-Q) develops audit/review schedules and provides EMS review questions to EMS Internal Reviewers as part of normally scheduled Compliance Assistance Visits (CAVs), Self Assessments, Self Assessment Validations and Special Focus visits. Questions used for EMS audits as well as audit results will be maintained in the CAMS system. Personnel assigned to the DRMS-Q audit team will act as EMS reviewers during Compliance Assistance Visits. Personnel other than those assigned to DRMS-Q may act as EMS reviewers during CAVs if they are qualified EMS internal reviewers/auditors as described in C13.4.5.1. For EMS Reviews/audits other than CAVs, the role of the EMS Internal Reviewer may be assumed by personnel appointed to conduct regularly required audits such as Self Assessments and Self Assessment Validations. Depending on the availability of personnel, the role of the internal reviewer during Self Assessments may be delegated to FST EMRs and/or site level personnel other than the site EMR or alternate EMR. In no case will the

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personnel assigned to review the EMS program be responsible for the management of the site EMS program that is being reviewed. It is permissible for personnel who manage site EMSs to review EMSs at other facilities.

C13.4.5.4. The EMS Internal Reviewer is required to evaluate the EMS program using the EMS questions generated from CAMS. The site EMR is responsible for verifying corrective and or preventive actions are taken to address nonconformances identified during EMS program reviews.

C13.4.5.5. EMS Internal Reviewers assigned to Compliance Assistance Visit teams must be able to document one year of EMS review/audit experience or have received EMS internal reviewer/auditor training from DLA or other qualified sources. Internal Reviewers must be able to provide evidence of their training and/or experience. EMS Internal Reviewers responding to EMS questions in quarterly Self Assessments do not have to meet the EMS review/audit experience or training requirements identified above. Internal Reviewers must be independent of the area being audited, i.e. be free from responsibility for the functions being audited. Records of internal reviewer training must be maintained as part of an employee's training record.

C13.4.5.6. EMS reviewers/auditors may also include qualified contract personnel and personnel from other government agencies who have prior EMS auditing/review experience.

C13.4.5.7. EMS reviews will be conducted in accordance with existing procedures for Compliance Assistance Visits (CAVs), Self Assessments, Self Assessment Validations and Special Focus visits.

C13.4.5.8. EMS review results will be reported by the internal reviewer using the CAMS system. Non-compliances identified will be tracked in CAMS with corrective actions tracked to completion in CAMS.

C13.4.5.9. The DRMS EMR will assist DRMS-Q when review results containing observations for EMSs are briefed to DRMS HQ Management Team.

C13.4.5.10. The FST EMR will include consolidated review results for sites within the FST as part of the quarterly FST EMS management review given to the FST Chief on the status of the EMS within the FST. FST EMRs are responsible for ensuring that the site EMRs within their FSTs complete corrective actions and preventive actions concerning their EMSs in a timely manner following the identification of non-conformances during EMS reviews/audits.

C13.4.5.11. The Area Manager or designee is responsible for ensuring that the site EMR, or alternate, is available when reviews of the site's EMS program are conducted.

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C13.4.5.12. The Area Manager or designee will assign a person not directly associated with the management of the local EMS program to perform site EMS internal reviews as part of the self assessment process.

C13.4.5.13. The site EMR will brief the Area Manager or designee on non-conformances, observations, and positive feedback concerning the EMS program. The site EMR will provide the FST EMR with review results pertaining to their site's EMS.

C13.4.5.14. EMS reviews conducted on host facility EMS programs may include visits to tenant EMS programs. When a host EMS program is reviewed, the DRMS site EMR may be visited by the team reviewing the host program to determine the level of host/tenant interaction.

C13.4.6. Local Processes

C13.4.6.1. See site supplement for local processes.

C13.5. **Records**

General Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
Internal Review/Audit Schedule	DRMS-Q	DRMS Website https://www.drms.dla.mil/drms/intranet/index.htm	1 year	Delete
Internal Review/Audit Report	DRMS-Q	Files/CAMS	3 years	Shred/Recycle
Internal Reviewer/Auditor training	Training Coordinator	Files/LMS	3 years	Shred/Recycle
Review/Audit Meeting Records	DRMS-Q	Files	3 years	Shred/Recycle
Additional Local Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
See site supplement for additional local records.				

* Refer to local files outline maintained on the DLA form 1689.

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C14. EVALUATION OF COMPLIANCE (ISO 14001 SUBCHAPTER 4.5.2)

C14.1. Purpose

C14.1.1. To ensure DRMS operations remain compliant with legal and internal requirements contained in regulations, instructions, operational permits and other relevant guidance.

C14.2. Referenced documents

C14.2.1. General References

C14.2.1.1. 29 Code of Federal Regulations – Labor

<http://www.gpoaccess.gov/cfr/index.html>

C14.2.1.2. 40 Code of Federal Regulations – Protection of Environment

<http://www.gpoaccess.gov/cfr/index.html>

C14.2.1.3. 49 Code of Federal Regulations – Transportation

<http://www.gpoaccess.gov/cfr/index.html>

C14.2.1.4. DoD Directives, Instructions, Publications and Administrative Instructions <http://www.dtic.mil/whs/directives/>

C14.2.1.5. DLA One Book (DLAD 5025.30), Policies, Processes, and Procedures <https://today.dla.mil/onebook/>

C14.2.1.6. DRMS Publications, Standard Operating Procedures, Policy Letters <https://www.drms.dla.mil/drms/intranet/policypubs/externalpubs.htm>

C14.2.1.7. Status of Forces Agreements (overseas locations)

C14.2.1.8. Final Governing Standards (overseas locations)

C14.2.1.9. Overseas Environmental Baseline Guidance Document (overseas locations)

C14.2.1.10. BASEL/International Agreements (overseas locations)

C14.2.1.11. Host Nation Laws (overseas locations)

C14.2.1.12. European Agreement Concerning International Carriage of Dangerous Goods by Road (ADR) (European locations)
<http://www.unece.org/trans/danger/publi/adr/pubdet.htm>

C14.2.1.13. Chapter 13, Internal Review

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C14.2.1.14. Chapter 12, Monitoring and Measurement

C14.2.1.15. Chapter 15, Nonconformity, Corrective Action, and Preventive Action

C14.2.2. Local References

C14.2.2.1. See site supplement for local references.

C14.3. Responsibilities

C14.3.1. Office of Assessment and Compliance

C14.3.2. DRMS HQ Management Team

C14.3.3. DRMS EMR

C14.3.4. FST Chief

C14.3.5. FST EMR

C14.3.6. Area Manager

C14.3.7. Site EMR

C14.4. Process

C14.4.1. Compliance with external legal requirements and internal regulations is critical to performing the DRMS mission in a compliant manner. Failure to comply with legal requirements and permits may result in notices of violation, fines, degraded public image, environmental damage and impact to mission performance.

C14.4.2. The goal of periodic evaluation of compliance is to verify compliance and/or identify weaknesses before they cause non-compliance or impede mission accomplishment. Periodic evaluation of compliance is a cornerstone of an EMS's continual improvement process. The primary focus of the periodic evaluation is to apply the continual improvement process to reduce, avoid or eliminate negative environmental impacts.

C14.4.3. Compliance with legal requirements and this EMS is determined during Compliance Assistance Visits (CAVs), Special Focus Visits (SFVs), Self Assessments Validations (SAVs) and Self-Assessments (SAs). Specific review questions concerning the EMS program are incorporated into the regularly scheduled reviews/audits using the Compliance Assistance Management System (CAMS) system. Compliance with this EMS may also be determined through audits of the EMS by external agencies and other DoD

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entities.

C14.4.4. DRMS sites will coordinate with other DLA tenants and the host through the host EMS program to identify legal requirements that apply to the host facility and the DRMS tenant organization's operations. DRMS tenant organizations will provide records to the host to comply with reporting/compliance requirements of host permits that are required for DRMS tenant site operations. DRMS tenant organizations will assist the host when third party compliance visits require information from a DRMS tenant organization concerning a host permit which DRMS uses for its operations.

C14.4.5. Review procedures are described in Chapter 13, Internal Review. Compliance monitoring conducted on a daily/weekly/monthly basis is described in Chapter 12, Monitoring and Measurement. Responses to the identification of non-compliances are described in Chapter 15, Nonconformity, Corrective Action, and Preventive Action.

C14.4.6. General Processes

C14.4.6.1. The Office of Assessment and Compliance (DRMS-Q) conducts periodic reviews including Compliance Assistance Visits (CAVs) and Special Focus Visits (SFVs), and oversees the DRMS Self-Assessment and Self-Validation Programs. The reviews are designed to assess the operational adherence to legal and organizational requirements contained in Federal, State and Local regulations and operating permits as well as DOD, DLA, and DRMS requirements.

C14.4.6.2. DRMS-Q prepares and conducts review/audit programs, summarizes findings including reviews/audits conducted by external parties such as DLA or regulators, prepares reports, and discusses results with the HQ Management Team. DRMS-Q reviews corrective action taken on findings included in internal review inspection or audit reports.

C14.4.6.3. The DRMS EMR will attend HQ level audit/review briefings to consider if the EMS core instruction and/or core EMS objectives and targets should be modified to address compliance issues identified by audits/reviews.

C14.4.6.4. Corrective actions for compliance issues identified during reviews using CAMS are tracked through completion in CAMS.

C14.4.6.5. The site EMR will attend site audit/review briefings to consider if the site supplement to the EMS core instruction and/or EMS objectives and targets should be modified to address compliance issues identified in their site audits/reviews.

C14.4.6.6. If a site is audited/reviewed by an external party such as DLA or a regulator, the site EMR will provide a copy of the audit/review results to the FST EMR.

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C14.4.6.7. The FST EMR will review site audit/review findings to identify trends in non-compliance. Results of audits/reviews conducted using CAMS are available in the CAMS system. The FST EMR will identify non-compliance trends to the FST Chief for action such as the creation of site specific or FST wide EMS objectives and targets to address the non-compliance.

C14.4.7. Local Processes

C14.4.7.1. See site supplement for local processes.

C14.5. Records

General Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
Compliance Review Schedule	DRMS-Q	Files	X years *	Shred/Recycle
Site Compliance Review Records	DRMS- Q DRMS EMR Site EMR	Files	3 years	Shred/Recycle
Corrective and Preventive Actions	Site EMR	Files	3 years	Shred/Recycle
Management Review	DRMS EMR	Files	3 years	Shred/Recycle
Auditor training/experience record	Training coordinator	Files	X years *	Shred/Recycle
Correspondence with host concerning host EMS	Site EMR	Files	3 Years	Shred/Recycle
Additional Local Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
See site supplement for additional local records.				

* Refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005. For EMS file series 238.01, Environmental Quality Series, refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005, for actual retention times and disposal methods.

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C15. NONCONFORMITY, CORRECTIVE ACTION & PREVENTIVE ACTION (ISO 14001 SUB CLAUSE 4.5.3)

C15.1. Purpose

C15.1.1. The purpose of this chapter is to establish responsibility and authority for handling and investigating nonconformance, mitigating potential impacts and initiating and completing corrective and preventive actions.

C15.2. Referenced documents

C15.2.1. General References

C15.2.1.1. Chapter 17, Management Review

C15.2.1.2. Chapter 14, Evaluation of Compliance

C15.2.1.3. Chapter 13, Internal Review

C15.2.2. Local References

C15.2.2.1. See site supplement for local references.

C15.3. Responsibilities

C15.3.1. Office of Assessment and Compliance

C15.3.2. Area Manager

C15.3.3. DRMS EMR

C15.3.4. FST EMR

C15.3.5. Site EMR

C15.3.6. DRMS employees

C15.4. Process

C15.4.1. The purpose of this section is to identify procedures for identifying non-conformities and correcting non-conformities when they occur within the EMS. Correcting non-conformities reduces potential environmental impacts and improves the EMS. Preventing non-conformities helps support the accomplishment of the mission.

C15.4.2. For the purposes of this EMS core instruction, nonconformity is the non-fulfillment of a requirement of this EMS. When nonconformity is identified, the root cause

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of the nonconformity will be identified and corrective actions will be designed to remedy the root cause of the nonconformity. The corrective action will identify responsible party, estimated timeline for completion and methods for mitigating any environmental impacts due to a non-conformance. A corrective action is a documented action to eliminate the root cause of a detected nonconformity. A preventive action is a documented action designed to eliminate the cause of a potential nonconformity.

C15.4.3. Nonconformities to this EMS are expected to be identified through three sources: (1) self identification through internal reviews/audits (2) employee identification and (3) external identification.

C15.4.4. Self identification of an EMS non-conformance through internal review/audit of the site EMS program

C15.4.4.1. Any non-conformance identified during a review of the site EMS program will be reported by the review/audit team to the Area Manager or designee and site EMR for resolution.

C15.4.4.2. The Area Manager or designee and site EMR evaluate the non-conformance report and initiates corrective action. Examples of corrective actions may be changes to local Standard Operating Procedures, core instruction, site supplement and/or creation of objectives and targets to correct the non-conformance.

C15.4.4.3. The site EMR documents the nonconformity report, if not already documented by CAMS and the corrective actions taken to address it. If the nonconformance was identified during an internal audit/review that utilized CAMS, the nonconformity report and corrective action will be recorded and tracked in CAMS.

C15.4.4.4. The site EMR reports the non-conformance and corrective action taken to the FST EMR.

C15.4.4.5. The FST EMR as a preventive measure reviews the nonconformance and corrective action for applicability to other sites within the FST. If applicable, the FST EMR notifies other EMRs within the FST of the nonconformance and corrective action and recommends that the information be reviewed at each site for possible implementation.

C15.4.4.6. The FST EMR will inform the DRMS EMR of nonconformance and corrective actions that may be applicable to other DRMS sites. The DRMS EMR as a preventive measure will provide that information to the remaining FST EMRs for action by their sites.

C15.4.4.7. The DRMS EMR will update the EMS core instruction and develop

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EMS questions in the Compliance Assistance Management System (CAMS) to address nonconformance if applicable.

C15.4.4.8. As a preventive measure, DRMS-Q will evaluate EMS non-conformances identified in CAMS for applicability to other DRMS facilities. If warranted, DRMS-Q will notify appropriate facilities so that their operations and/or procedures may be reviewed to prevent a repeat of the non-conformance. If warranted, DRMS-Q will coordinate with the DRMS EMR to add questions to the Compliance Assistance Management System (CAMS) so that future inspections will validate that the non-conformance has been addressed.

C15.4.5. Employee identification of an EMS non-conformance.

C15.4.5.1. DRMS employees who identify a non-conformance to this EMS concerning DRMS/DRMO operations should immediately notify their site EMR. Employees will not be penalized for “good faith” reporting of suspected EMS nonconformance.

C15.4.5.2. The Area Manager or their designee, site EMR, FST EMR, DRMS EMR and DRMS-Q will follow the procedures in paragraphs 15.4.4.1 to 15.4.4.8 when resolving EMS nonconformities reported by employees.

C15.4.6. External identification

C15.4.6.1. External notifications of non-conformance to the DRMS/site EMS may come in the form of a third party EMS review/audit

C15.4.6.2. The Area Manager or their designee will report visits to conduct EMS reviews by third party/external sources using the (1) the Situation Reporting Procedure (SITREP) and (2) report the visit using the Visitors Program accessible on the DRMS website under the DRMS Command Tab at <https://www.drms.dla.mil/drms/intranet/index.htm>.

C15.4.6.3. The Area Manager or their designee, site EMR, FST EMR, DRMS EMR and DRMS-Q will follow the procedures in paragraphs 15.4.4.1 to 15.4.4.8 when resolving EMS nonconformities reported by third party/external sources.

C15.4.7. Process for local non-conformance identification

C15.4.7.1. See site supplement for local processes.

C15.5. Records

General Records	Responsibility	Storage Location	Min. Retention	Disposal Method
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**DRMS-I 6050.2, Environmental Management System
Chapter 15, Nonconformity, Corrective Action and Preventive Action**

			Time	
Record of Third Party non-conformance notifications	Site EMR	Files	3 years	Shred/Recycle
Management Review Minutes	DRMS EMR	Files	3 years	Shred/Recycle
Site Nonconformance report and corrective action	Site EMR	Files	3 years	Shred/Recycle
Additional Local Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
See site supplement for additional local records.				

* Refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005. For EMS file series 238.01, Environmental Quality Series, refer to DLA/DES-E Files Maintenance and Disposition Plan, April 2005, for actual retention times and disposal methods.

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C16. EMERGENCY PREPAREDNESS AND RESPONSE (ISO 14001 SUB CLAUSE 4.4.7)

C16.1. Purpose

C16.1.1. To ensure that the Defense Reutilization and Marketing Service has adequate emergency preparedness and response plans and procedures established to protect personnel and the environment and to reduce the potential for negative mission impacts.

C16.2. Referenced documents

C16.2.1. General References

C16.2.1.1. 29 Code of Federal Regulations – Labor

<http://www.gpoaccess.gov/cfr/index.html>

C16.2.1.2. 40 Code of Federal Regulations – Protection of Environment

<http://www.gpoaccess.gov/cfr/index.html>

C16.2.1.3. 49 Code of Federal Regulations – Transportation

<http://www.gpoaccess.gov/cfr/index.html>

C16.2.1.4. DoD Directives, Instructions, Publications and Administrative Instructions <http://www.dtic.mil/whs/directives/>

C16.2.1.5. DLA One Book (DLAD 5025.30), Policies, Processes, and Procedures

C16.2.1.6. DRMS Publications, Standard Operating Procedures, Policy Letters <https://www.drms.dla.mil/drms/intranet/index.htm>

C16.2.1.7. Status of Forces Agreements (overseas locations)

C16.2.1.8. Final Governing Standards (overseas locations)

C16.2.1.9. Overseas Environmental Baseline Guidance Document (overseas locations)

C16.2.1.10. BASEL/International Agreements (overseas locations)

C16.2.1.11. Host Nation Laws (overseas locations)

C16.2.1.12. European Agreement Concerning International Carriage of Dangerous Goods by Road (ADR) (European locations)

<http://www.unece.org/trans/danger/publi/adr/pubdet.htm>

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C16.2.1.13. DRMS-I 3020.1

<https://www.drms.dla.mil/publications/gen/3020.1.pdf>

C16.2.1.14. Joint Chief of Staffs – Antiterrorism Personal Protection Guide 5260 <http://dlis-intranet/directorates/dlis-r/emergency/doc/Antiterrorism.pdf>

C16.2.1.15. Telephone Bomb Threat Checklist http://dlis-intranet/directorates/dlis-r/emergency/doc/threat_checklist.doc

C16.2.2. Local References

C16.2.2.1. See site supplement for local references.

C16.2.2.2. HDI Federal Center – Emergency Services Website <http://dlis-intranet.use6.ad.dla.mil/directorates/dlis-r/emergency/default.asp>

C16.2.2.3. HDI Federal Center – Tornado Shelters <http://dlis-intranet/directorates/dlis-r/emergency/doc/TORNADO.doc>

C16.2.2.4. HDI Federal Center – Occupant Emergency Plan <http://dlis-intranet.use6.ad.dla.mil/directorates/dlis-r/emergency/doc/DLIS-I3000.1.doc>

C16.2.2.5. HDI Federal Center – Emergency Guidelines <http://dlis-intranet.use6.ad.dla.mil/directorates/dlisr/emergency/doc/wemrg2.doc>

C16.2.2.6. HDI Federal Center – Command and Control Center (CCC) Crisis Action Team (CAT) http://dlis-intranet.use6.ad.dla.mil/directorates/dlis-r/emergency/doc/CCC_CAT.pdf

C16.2.2.7. HDI Federal Center – Workplace Violence Reference Manual <http://dlis-intranet.use6.ad.dla.mil/directorates/dlis-r/emergency/doc/WVRM.doc>

C16.2.2.8. HDI Federal Center – Federal Center Delayed Opening or Closure Information http://dlis-intranet.use6.ad.dla.mil/directorates/dlisr/emergency/doc/Delay_Open.pdf

C16.2.2.9. HDI Federal Center – Weather Emergencies Memorandum <http://dlis-intranet/directorates/dlis-r/emergency/doc/weather.doc>

C16.3. **Responsibilities**

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C16.3.1. Host Facility

C16.3.2. DES-BC

C16.3.3. Central DRMO Chief

C16.3.4. DRMS Tenant Organization

C16.3.5. DRMS Field Activity Security Coordinators

C16.3.6. Office of Contracting

C16.3.7. Training Coordinator

C16.3.8. Area Manager

C16.3.9. Site Safety and Health Representative

C16.3.10. All DRMS personnel

C16.4. **Process**

C16.4.1. The host facility, or its designee, develops procedures to identify the potential for and to respond to environmental accidents and emergency situations. The host facility procedures will be designed to prevent and mitigate environmental impacts and injury to personnel. The DRMS Tenant Organization adopts host emergency procedures and develops mission oriented emergency procedures to identify the potential for and to respond to environmental accidents and emergency situations. The DRMS Tenant Organization's mission specific procedures will be developed to meet regulator emergency procedure requirements and be designed to prevent and mitigate environmental impacts and injury to personnel. Effective emergency identification and response will reduce the potential for, and magnitude of, negative mission impacts.

C16.4.2. General Processes

C16.4.2.1. The Host facility or its designee is responsible for the development of emergency/disaster preparedness plans to cover such events as weather emergencies, fires, bomb threats, chemical spills/releases and workplace violence. The Host facility is responsible for developing Spill Prevention Control and Countermeasures (SPCC) and Spill Contingency Plan (SCP). The Host Installation is responsible for providing training to DRMS Tenant Organizations on Host Installation emergency plans.

C16.4.2.2. At the HDI Federal Center in Battle Creek, MI, DES-BC establishes, implements, maintains and trains personnel assigned to the HDI Federal

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Center on emergency plans. DES-BC exercises emergency plans, responds to emergency situations and test emergency plans. DES-BC maintains records of emergency exercises.

C16.4.2.3. The DRMS Tenant Organization is responsible for coordinating with the host's Environmental Management Plan (EMS) and adhering to the host's Emergency Plans.

C16.4.2.4. The Central DRMO Chief will ensure that assigned activities are provided environmental protection-related contingency plans. These plans will include at a minimum, emergency and evacuation plans encompassing catastrophic fires, explosions, radiological exposures, chemical and munitions disaster, extreme weather warnings and other cataclysmic events in these plans. The Central DRMO Chief will appoint fire marshals at all sites and make every effort to provide fire protection and prevention services by ISA with the host or other locally available source.

C16.4.2.5. The Office of Contracting includes language to compel hazardous waste contractors to attend any special training required to perform work or gain access to installations provided by the Government and to report to any spill or leak regardless of quantity upon discovery to the Contracting Officer.

C16.4.2.6. The Training Coordinator is responsible for maintaining records of emergency training.

C16.4.2.7. The Area Manager or designee is responsible for using the Situation Report (SITREP) procedure for reporting emergencies or urgent incidents at their site. A SITREP is provided for a significant event, which has a negative impact on mission accomplishment as identified in DRMS-I 3020.1. The Area Manager or designee is responsible for possessing current working plans (usually host plans) that address at a minimum, the following scenarios: chemical release/spill, fire, armed assault, bomb threats, bomb detonation, hostage situations, chemical/biological agent dispersal, mass casualty, natural disasters (common to locality), country non-combatant evacuations (OCONUS only). The Area Manager or designee is responsible for ensuring that hazardous property storage areas and related safety equipment are regularly inspected.

C16.4.2.8. The DRMO site Safety and Health representative will make periodic checks of work areas to prevent accidents.

C16.4.2.9. All DRMS personnel are responsible for being aware of Host Facility, DRMS Tenant Organization and mission specific emergency plans that apply to their location and the performance of their job.

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C16.4.3. Local Processes

C16.4.3.1. See site supplement for local processes.

C16.5. **Records**

Record	Responsibility	Storage Location	Min. Retention Time	Disposal Method
Emergency Procedures Training	Training Coordinator	Files	X years *	Shred/Recycle
SITREP report	Area Manager/ designee	Files	X years *	Shred/Recycle
Host Emergency Preparedness Plans	Area Manager/ designee	Files	X years *	Shred/Recycle
HDI Federal Center Emergency Exercises Evaluation Records	DES-BC	Files	X years *	Shred/Recycle
Host Spill Prevention Control and Countermeasures Plan	Area Manager/ designee	Files	X years *	Shred/Recycle
Emergency Exercise Evaluation records	DRMS Field Activity Security Coordinators	Files	X years *	Shred/Recycle
Hazardous Waste Contracts	Contracting	Files	X years *	Shred/Recycle
Additional Local Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
See site supplement for additional local records.				

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C17. MANAGEMENT REVIEW (ISO 14001 SUB CLAUSE 4.6)

C17.1. Purpose

C17.1.1. To ensure continual improvement and effectiveness of the DRMS EMS through leadership oversight and management.

C17.2. Referenced documents

C17.2.1. General References

C17.2.1.1. ISO 14001:2004(E) – Link requires DENIX password
https://www.denix.osd.mil/denix/DOD/Library/EMS/ISO14001_2004.pdf

C17.2.1.2. DLA Files Maintenance and Disposition Plan, April 2005

C17.2.2. Local References

C17.2.2.1. See site supplement for local references.

C17.3. Responsibilities

C17.3.1. DRMS HQ Management Team

C17.3.2. DRMS EMR

C17.3.3. DRMS Directorates

C17.3.4. FST EMR

C17.3.5. FST Chief

C17.3.6. Site EMR

C17.3.7. Area Manager

C17.4. Process

C17.4.1. The goal of management reviews is to ensure that management at all levels is engaged and actively involved in the EMS. Management reviews provide an opportunity for assessment of the EMS for changes, monitoring the effectiveness of the EMS and identifying the key components for the next improvements to foster the continuing improvement process in EMS.

C17.4.2. The DRMS EMR and site EMRs must brief their respective management on the progress of EMS on a quarterly basis. The FST EMR will brief the FST Chief on a

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quarterly basis following the receipt of copies of the site EMR management review records. At a minimum, the management reviews must include the following areas:

C17.4.2.1. Environmental Policy

C17.4.2.2. Communication from external interested parties, including complaints

C17.4.2.3. Environmental performance of the organization

C17.4.2.4. Status of objectives and targets

C17.4.2.5. Audit results

C17.4.2.6. Compliance evaluation results

C17.4.2.7. Status of corrective and preventive actions

C17.4.2.8. Changes that could impact EMS

C17.4.2.9. Recommendations to improve EMS

C17.4.2.10. Action items from previous reviews

C17.4.3. General Processes

C17.4.3.1. The DRMS EMR determines what topics will be included in each management review presented to the DRMS HQ Management Team. The DRMS EMR provides the DRMS HQ Management Team with a “read ahead” prior to the management review meeting. The DRMS EMR may present the topic or assign presentation of the topic to the appropriate DRMS Directorates for presentation (e.g. audit results could be presented by the Office of Assessment and Compliance). All topics listed in Paragraph C17.4.2 must be included on the management review agenda at least once a year.

C17.4.3.2. DRMS Directorates are responsible for preparing and presenting topics as requested by the DRMS EMR.

C17.4.3.3. The DRMS HQ Management Team provides feedback to the DRMS EMR during/following the management review concerning the EMS program including suggested improvements and future projects.

C17.4.3.4. The DRMS EMR maintains a record of each management review that includes “action items” identified during the review that will be discussed at the next management review.

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C17.4.3.5. The site EMR determines what topics will be included in each management review presented to the Area Manager or their designee. The EMR may present the topic or assign presentation of the topic to an appropriate individual for presentation (e.g. audit results could be presented by an internal auditor). All topics listed in Paragraph C17.4.2 must be included on the management review agenda at least once a year.

C17.4.3.6. The Area Manager or their designee will provide feedback to the site EMR during/following the management review concerning the site's EMS program including suggested improvements and future projects.

C17.4.3.7. The site EMR maintains a record of each management review that includes "action items" identified during the review that will be discussed at the next management review. A copy of the management review record will be forwarded for informational purposes to the FST EMR.

C17.4.3.8. The FST EMR will consolidate management review records provided by site EMRs and present an FST management and review briefing to the FST Chief on a quarterly basis.

C17.4.3.9. The FST Chief will provide feedback to the FST EMR during/following the management review concerning the FST's EMS programs including suggested improvements and future projects.

C17.4.3.10. The FST EMR will maintain a record of each FST management review. The FST EMR will forward a copy of the management review record to the DRMS EMR for informational purposes.

C17.4.4. Local Processes

C17.4.4.1. See site supplement for local processes.

C17.5. **Records**

General Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
Corporate Management Review record	DRMS EMR	Files	3 years	Shred/Recycle
FST Management Review Record	FST EMR	Files	3 years	Shred/Recycle

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Site Management Review Record	Site EMR	Files	3 years	Shred/Recycle
Additional Local Records	Responsibility	Storage Location	Min. Retention Time	Disposal Method
See site supplement for additional local records.				

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ACRONYMS

ABC	Activity Based Costing
CA	Congressional Audit
CAMS	Compliance Assistance Management System
CAT	Crisis Action Team
CAV	Compliance Assistance Visit
CCC	Command and Control Center
CSF	Conforming Storage Facility
CWA	Clean Water Act
DEMIL	Demilitarization
DENIX	Defense Environmental Network and Information Exchange
DES	DLA Enterprise Support
DLA	Defense Logistics Agency
DLAI	Defense Logistics Agency Instruction
DLIS	Defense Logistics Information Service
DoD	Department of Defense
DRMO	Defense Reutilization and Marketing Office
DRMS	Defense Reutilization and Marketing Service
DTC	DLA Training Center
EMR	Environmental Management Representative
EMS	Environmental Management System

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EPA	Environmental Protection Agency
FOIA	Freedom of Information Act
FST	Forward Support Team
FY	Fiscal Year
GAO	General Accounting Office
HDI	Hart, Dole, Inouye
HM	Hazardous Materials
HQ	Headquarters
HTIS	Hazardous Technical Information Service
HW	Hazardous Waste
IDP	Individual Development Plan
IG	Inspector General
ISA	Interservice Support Agreement
ISO	International Organization for Standardization
MoM	Measure of Merit
NON	Notice of Noncompliance
NOV	Notice of Violation
OCONUS	Outside the Continental United States
PAO	Public Affairs Office
PPE	Personal Protective Equipment
R&A	Review and Analysis

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RCRA	Resource Conservation and Recovery Act
SCP	Spill Contingency Plan
SFV	Special Focus visit
SITREP	Situation Report
SOP	Standard Operating Procedure
SPCC	Spill Prevention Control and Countermeasures
TSCA	Toxic Substances Control Act

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OFFICE SYMBOLS

DES-BC	DLA Enterprise Support, Battle Creek, MI
DES-E	DLA Enterprise Support, Environment, Safety and Occupational Health Office
DES-W	The Safety and Health Division
DLIS-RA	Defense Logistics Information Service Records
DRMS-BA	The Office of Business Support
DRMS-BC	Controlled Property Division
DRMS-BCP	The Hazardous Waste and Scrap Policy Branch
DRMS-G	The Office of Counsel
DRMS-J	Corporate Planning and Support Office
DRMS-P	The Office of Contracting
DRMS-Q	The Office of Assessment and Compliance

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DEFINITIONS

Action items	Items identified during compliance assessments that were identified as needing improvement.
Action plan	Written and documented method for how objectives and targets will be determined. Action plans should include timelines, resources and POCs for the implementation of the plan. The term “action plan” is synonymous with the term “program” used in the ISO 14001.
Appropriate facility	Any DRMS presence that through their actions, could negatively impact the core Aspects.
Aspect	Element of an organization’s activities, products or services that can interact with the environment.
Compliance Assistance Management System	Electronic management system used to manage various inspections within DRMS. The system maintains inspection questions and tracks corrective actions.
Compliance Assistance Visit	Independent look at a performing activities operations and processes.
Environmental Management System (EMS) Core Instruction	Environmental Management System (EMS) Core Instruction, DRMS-I 6050.2, developed by the DRMS EMR for supplement by site EMRs to fit site specific needs and missions.
Core policy statement	Environmental policy statement for DRMS that is signed by the DRMS Director.
Defense Reutilization and Marketing Office	Local offices representing the Defense Reutilization and Marketing Service that interact on a daily basis with customers.
Defense Reutilization and Marketing Office Chief	Most Senior DRMS person assigned to a Defense Reutilization and Marketing Office.
DLA Training Center	Defense Logistics Agency Training Center in Columbus, OH, tasked with providing training to field activities of the Defense Logistics Agency.

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Document	Documents provide information to personnel on how to perform their responsibilities. Documents may be policy statements, regulations, instruction, Standard Operating Procedures (SOPs), etc.
Document Control Specialist	Person tasked with maintaining official organizational documents.
DRMS Directorates	Identified in the DRMS organizational structure by a single alpha title descriptions such as B, O, S or Q.
DRMS EMR	Environmental Management Representative appointed by the DRMS Director to implement, manage and maintain the DRMS Core Environmental Management System.
DRMS HQ Management Team	Headquarters team consisting of the Director, Executive Director and leadership representatives from all functional areas of the HQ DRMS organization tasked with providing management decisions and guidance for DRMS.
DRMS tenant organization	An organization that is dependent on the host facility to provide mission critical support that is identified in an Inter-service Support Agreement. DRMOs and RIPLs are tenant organizations.
EMS document	Provides a written description of an organizations EMS and "how" things are to be accomplished.
Environmental impacts	Any change to the environmental due to your activities, products or services (e.g., degradation of air quality, depletion of natural resources, and contamination of water). These changes can be positive or negative. The significance of an impact is determined by the organizations. As general criteria, you can use regulatory requirements, legal liability, public risk, hazard/damage potential, costs, frequency, and your ability to control impact.

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Environmental Management System	Part of the overall management system that addresses environmental concerns through the allocation of resources, assignment of responsibilities, and ongoing evaluation of practices, procedures, and processes to achieve sound environmental performance. The DLA has selected ISO 14001 as the standard for the DLA EMS system.
Environmental performance	Measurable results of an organization's management of its environmental aspects.
Forward Support Team	An operational subdivision of DRMS field activities based on geographic region.
Forward Support Team Chief	DRMS employee tasked with supervising the activities of a Forward Support Team.
FST EMR	Environmental Management Representative(s) appointed by the FST Chief to manage the Environmental Management System within the FST.
FST Chief	The highest level DRMO employee, the FST Chief, which is empowered to make management decisions for a FST.
Host facility	Entity responsible for the overall operation of a facility and provides mission critical support to tenant units documented by an Interservice Support Agreements. Generally speaking, the Army, Navy, Air Force and Marines are the hosts at facilities where DRMOs and RIPLs are tenants.
Individual Development Plans	Identifies training personnel need to satisfy requirements of the training plan.
Internal review/audit	A systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system review/audit criteria set by the organization are fulfilled. In smaller organizations, independence can be demonstrated by the freedom from responsibility for the activity being reviewed/audited.
Internal reviewer	DRMS employee tasked with reviewing an EMS program that they are not responsible for maintaining.

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ISO 14001	International Standard selected by the DLA for implementation of an Environmental Management System within the DLA.
Local adaptations	Adaptations made by appropriate facilities to the core DRMS EMS plan to reflect the local mission, needs and host interactions.
Management review	Review of the EMS program usually accomplished by a briefing from the EMR to the senior management at a DRMO, FST or HQ DRMS.
Nonconformance	The non-fulfillment of a requirement of this EMS.
Objectives	An environmental goal that a facility or organization sets to reduce significant impacts leading to improved environmental performance (e.g., develop a recycling/reuse program).
Preventive action	Action to eliminate the cause of a potential nonconformity.
Record	Records serve to document that an action was taken. Records may be items such as meeting minutes, briefing slides, incident reports, training records, inspection records, etc.
Self Assessment	An internal assessment of the DRMO's overall operations.
Self Assessment Validation	On-site verification of the most recent Self Assessment Report.
Significant aspects	Elements of your activities, products, processes/equipment, services, by-products, wastes or anything you do at your facility that can interact with the environment (e.g., air emissions, spills, consumption of fuel). An activity, product or service does not have to be regulated by an agency to be considered an aspect.

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Site EMR	Environmental Management Representative appointed by a DRMO Chief to implement, manage and maintain a DRMO's/RIPL's Environmental Management System.
Site EMS Supplement	Supplement to EMS Core Instruction, DRMS-I 6050.2, created to reflect the local mission, requirements and host interactions at a DRMS appropriate facility.
Special Focus Visit	A review of specific programs or missions.
Supervisors	Person who supervises DRMS employees or temporary appointees.
Target	A quantifiable goal that is scheduled and assigned, or a detailed performance requirement to meet an objective (e.g., reduce fuel consumption by 10% in 12 months).
Tenant organization	An organization that is dependent on the host facility to provide mission critical support that is identified in an Interservice Support Agreement. DRMOs, RIPLs and other DLA agencies are tenant organizations.
Third party review	A review of the DRMS/DRMO EMS by an entity not related to the DRMS organization.
Training Coordinator	Person tasked with maintaining training records and scheduling training.

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